



Employee Warning Notice

Employee Name: Jocelyn Rae

Date: April 8, 2022

Employee ID: _____

Job Title: Assessment Officer

Manager: Don Rusnak/Heather Baillie

Department: Legal Aid

Type of Warning

1. Verbal Warning by the Employee's Supervisor

2. Letter of Counsel

3. Letter of Warning

4. Suspension

5. Dismissal

Reason for Warning

Tardiness/Leaving Early

Absenteeism

Violation of Company Policies

Substandard Work

Rudeness to Clients/Coworkers

Violation of Safety Rules

Other: _____

Event Details

Description of Infraction:

The Human Resources Manager received an anonymous concern regarding a Facebook picture and post dated April 8 of a staff member in the office with files visible.

As per section 3.8 Social Media of the Human Resource Policy and Procedures manual.

Employees must be aware that the Code of Conduct governs their communications on social media platforms and any on line misconduct may result in discipline or termination.

Plan for Improvement:

NALSC is legal workplace and we as employees must be careful to ensure confidential information is not accidentally disclosed.

Consequences of Further Infractions:

As per the HR Policy and Procedures manual, further infractions may result in termination.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee: Jocelyn Rae Manager: Heather Baillie Date: Apr 13/22