

## **VYBA Disciplinary Guidelines**

The purpose of our disciplinary policy is to correct behavior and not to punish. Generally, a 3-strike rule will be in place as part of our progressive discipline process.

### **However, some actions/behaviors will result in immediate termination of employment and/or expulsion from the program:**

- Any violation of Health, Safety & Wellness policy and protocols including but not limited to failure to properly use kill switch, failure to wear proper safety equipment, operation of boats/equipment that puts people and/or equipment at risk, failure to address any unsafe or at-risk condition or behavior, etc.
- Any act of physical violence including but not limited to fighting, deliberate/malicious damage to equipment or property of the VYBA, deliberately attempting to harm participants with equipment or in person, etc.
- Bringing a weapon onto VYBA grounds
- Fraud or theft relating to VYBA property and resources to include misuse of VYBA assets
- Violation of VYBA Substance Abuse Policy as listed in the policy
- Violation of Code of Conduct Policy as listed in the policy

### **Actions/Behaviors resulting in Verbal or Written notification with documentation made in the person's file:**

- First occurrence of absence
- Second occurrence of absence
- Poor performance with documentation made in performance review (employees)
- Violation of Code of Conduct Policy as listed in the policy
- Certain violations of the Rules of Sailing, 69.1

### **Actions/Behaviors resulting in preparation of a Letter of Commitment**

A Letter of Commitment must be written by the offending employee or participant and given to the Executive Director for his/her approval. The letter must include the action or behavior that was wrong, what the employee or participant will do to correct the action or behavior in the future and an understanding that the letter will remain "active" for minimum of 6 months up to 12 months and any other disciplinary issues demonstrated during the "active" time of the letter will result in immediate termination of employment or expulsion from the program. Typically, this is the last step prior to termination or expulsion.

- Absence pattern that continues over time
- 2<sup>nd</sup> occurrence of any action or behavior as part of the 3- strike process

- Violation of the Code of Conduct Policy as listed in the policy
- Bullying, intimidation, acts of harassment
- Certain violations of the Rules of Sailing, 69.1
- Horseplay
- Violation of VYBA Substance Abuse Policy as listed in the policy

**Members of the Venice High School Sailing Team will additionally come under the jurisdiction of the discipline policy for Venice High School athletes.**

February 21, 2022

Revised March 2, 2022