

CONFIDENTIAL - VOLUNTEER DISMISSAL

Name of Volunteer:

Volunteer Position:

Name of Supervisor:

1. Difficulties identified:

- provision of false or misleading information on application
- absenteeism
- lack of punctuality, and reliability
- refusal to observe the established rules and procedures
- unable to perform required tasks
- insubordination
- intoxication or under the influence of drugs
- inability to work as part of the team
- failure to meet performance standards
- breach of confidentiality
- stealing
- sexual harassment
- other: _____

2. Brief description of behaviour identified above, giving dates and nature of relevant warnings as required in agency grievance procedure policy:

3. Brief description of volunteer's attempts to correct behaviour as agreed at time of warnings:

4. Date of dismissal: / /

5. Person responsible for dismissal interview:

6. Written notice of dismissal provided to:

7. Volunteer Appropriate staff Appropriate clients Executive management