January 2023

**Verbal Warning – Template #2**

As per Adult Member Support Module 3:

**Steps in delivering a verbal warning:**

1. Read the steps as outlined on page 24 of Module 3
2. Fill out this template and email a copy to [on-compliance@girlguides.ca](mailto:on-compliance@girlguides.ca)
3. Follow up to ensure actions are complete by deadline.
4. Keep this record in your file until it is resolved.
5. Once resolved, send email to [on-compliance@girlguides.ca](mailto:on-compliance@girlguides.ca) to close the file and then destroy your records.

**Record of Verbal Warning**

Member’s name: xxxxxxx Date of Meeting: xxxxxxx

ACL Name: xxxxxxx

Names of others present at this meeting: xxxxxxx

Type of issue – please use Code of Conduct for reference (check all that apply):

Behaviour that is contrary to our Code of Conduct

Specify: Alcohol consumption of a girl event -allowing unaccompanied girls to bathroom at large events -allowing non-members in event space - inappropriate language used - not participating in a meeting (eating dinner, on phone) - never wears GGC items

Dangerous behaviour that puts our girls at risk

Specify: Click here to enter text.

Illegal behaviour

Specify: Click here to enter text.

Administration, e.g. incomplete forms Click here to enter text.

Other

Specify: inappropriate language used -not participating in a meeting,(eating dinner, on phone) -never wears GGC items

State what the issue is and why it is important you follow the proper process: code of conduct, girls at risk – it is important to document for the safety of girl members and upholding the COC

Adult member’s response (relevant information that surfaced during discussion): Talked about SG4, Code of conduct, trans document as this had come up during the conversation. Guider has been cautioned by other guiders in the unit on her actions in the past but this continues.

Action steps to correct situation: : take a Safe Guide Training (within 1 month) -not allowed to be alone with the girls – must begin shadowing responsible Guider at events – must ask the responsible Guider before allowing girls to do anything

How change will be measured: : has Guider followed through with action steps

Adult member commits to do: My understanding is that xxxxx has not committed to the action steps. Guider has been cautioned by other guiders in the unit on her actions in the past but this continues.

ACL commits to do: ACL will follow up with guider xxxx, but will contact the former ACL first.

Deadline to complete these actions and date for follow up discussion: xxxxx for Guider steps / I will follow up by xxxxxx