

January 9, 2026

Via Email: Gilbert.Astorga@icbc.com

Gilbert Astorga
Manager, Employee Relations
Insurance Corporation of British Columbia
Room 223 – 151 West Esplanade
North Vancouver, BC V7M 3H9

Dear Gilbert:

Re: Policy Grievance #26-0020 – Attendance Management Program

The Union is raising a policy grievance regarding the Employer's violations of multiple articles of the Collective Agreement. The Employer wrongfully implemented an Attendance Management Program without consultation with the Union. It is the Union's position that the Program violates Article 17, Article 19, Article 28, Bill 11 of the *Employment Standards Act*, the *B.C. Human Rights Code*, and all other applicable Collective Agreement articles and sections of the *British Columbia Labour Relations Code*.

ICBC members' entitlements are set out in the Collective Agreement, and creating disciplinary policies in relation to their use contradicts the various articles, *Acts*, and *Codes* mentioned above. Additionally, penalizing employees for leaves associated with medical needs and/or family responsibilities is *prima facie* discrimination.

The Union seeks compliance with the collective agreement and further seeks to have any person adversely affected be made whole in all respects which would involve, but not be limited to, any and all lost income and benefits, including interest in accordance with the *Court Order Interest Act of British Columbia*, all of which are (1) to be applied on a fully retroactive basis and are (2) to be subject to payment of applicable union dues. The Union further reserves the right to seek any other damages or corrective action it deems appropriate under the circumstances.

The Union also demands disclosure of all materials (including electronic records) in the employer's possession or control which may in any way be material to dispute between the parties. Without limiting the generality of this demand, we seek disclosure of all correspondence or other documents related in any manner to this dispute.

Without limiting the scope of said request, we require the Employer to provide full particulars concerning the names of all witnesses and, in general terms, the nature of their evidence, both helpful and hurtful to its position in this case.

We also require that you convene the appropriate grievance hearing in compliance with the applicable time limits as prescribed by the Collective Agreement. To make the necessary arrangements, please contact the writer at scolliss@moveuptogether.ca to arrange a date and time for the Stage 3 grievance hearing.

MoveUPTogether.ca



Yours truly,

A handwritten signature in black ink that reads 'Sara Colliss'.

Sara Colliss
Union Representative

SC/sm: USW 2009

MoveUPTogether.ca

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