

Disciplinary Action Policy

Purpose

[Enter purpose of the disciplinary action policy here.]

Scope

[Describe to whom this policy applies.]

Policy

[State the policy regarding disciplinary actions.]

Procedures

1. [Step 1 Procedure details]
2. [Step 2 Procedure details]
3. [Step 3 Procedure details]

Types of Disciplinary Actions

- [List type 1]
- [List type 2]
- [List type 3]

Appeals Process

[Describe how an employee can appeal disciplinary action.]

Acknowledgment

I acknowledge that I have read and understood the Disciplinary Action Policy.

Employee Name:

Signature:

Date:
