

Disciplinary Code of Conduct Policy

1. Purpose

This Disciplinary Code of Conduct Policy outlines the expected standards of behavior and conduct for all employees. The purpose is to ensure a safe, respectful, and professional environment.

2. Scope

This policy applies to all employees, contractors, interns, and volunteers.

3. Code of Conduct

- Act with integrity, honesty, and fairness at all times.
- Respect colleagues, clients, and company property.
- Comply with company policies and procedures.
- Maintain confidentiality of sensitive information.
- Avoid any form of harassment, discrimination, or misconduct.

4. Disciplinary Actions

Breaches of this policy may result in disciplinary action, which may include but is not limited to:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Termination of Employment

5. Procedure

- Investigation of alleged misconduct.
- Opportunity for the employee to respond.
- Decision and communication of disciplinary action.
- Right of appeal, if applicable.

6. Review

This policy will be reviewed annually and updated as needed.

This is a blank template of the Disciplinary Code of Conduct Policy. Please customize to fit your organization's requirements.