

Employee Relations Discipline Policy

Purpose

[Insert the purpose of this policy, outlining the objectives and intention of the discipline procedure.]

Scope

[Specify which employees, departments, and situations this policy applies to.]

Policy

[Describe the overarching principles or rules that form the basis of the discipline process.]

Procedures

- [Step 1: Initial action or verbal warning]
- [Step 2: Written warning]
- [Step 3: Further action or possible suspension]
- [Step 4: Termination or final decision]

[Detail the steps to be taken for each disciplinary stage, including who is involved and documentation required.]

Appeals

[Explain the process by which employees may appeal disciplinary actions, including who to contact, timelines, and process details.]

Confidentiality

[Describe how information related to disciplinary actions will be handled and who will have access.]

Responsibility

[List the roles and responsibilities of management, HR, and employees in enforcing and following this policy.]

Review

[Specify how and when this policy will be reviewed and updated.]

Effective Date

[Insert the effective date of this policy.]