

Staff Disciplinary Action Policy Framework

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Date: _____

1. Purpose

This framework outlines the basic principles and procedures for addressing disciplinary matters concerning staff within the organization.

2. Scope

This policy applies to all employees unless otherwise specified by contract or statutory obligations.

3. Policy Principles

- Fairness and consistency in the application of disciplinary procedures
- Respect for confidentiality and privacy
- Opportunity for staff to respond to allegations
- Proportional disciplinary measures
- Right to representation or support (if applicable)

4. Disciplinary Offences

Disciplinary offences are behaviours or actions that may warrant formal action. Categories may include (but are not limited to):

- Attendance and punctuality
- Conduct and behaviour
- Performance
- Safety or compliance breaches

5. Disciplinary Procedure Overview

1. Informal Discussion
2. Verbal Warning
3. Written Warning
4. Final Written Warning
5. Dismissal or Other Sanctions

6. Investigation Process

1. Receipt of report or concern
2. Initial assessment
3. Conduct of fact-finding investigation
4. Documentation of findings

7. Disciplinary Meeting

- Notice provided to staff member concerned
- Opportunity to state their case
- Outcome and decision communicated in writing

8. Possible Outcomes

Action	Notes
No Action	Insufficient grounds for discipline.
Verbal Warning	For minor or first-time offences.
Written Warning	For repeated or more serious offences.
Final Written Warning	For ongoing or severe offences.
Dismissal/Termination	For gross misconduct or final stage.
Other Sanctions	e.g. demotion, suspension as appropriate.

9. Appeals

Staff have the right to appeal disciplinary decisions. Appeals should be submitted in writing within a set period (e.g., 5 working days) from receipt of the decision.

10. Review

This framework should be reviewed periodically and updated as needed.

Author(s): _____

Approval: _____

Date: _____