

Workplace Discipline Procedure Template

1. Purpose

State the purpose of this workplace discipline procedure template.

2. Scope

Describe who this procedure applies to.

3. Definitions

Define key terms used in this procedure.

4. Procedure Steps

1. Step 1 - Identification of the Issue

Describe how an issue is identified.

2. Step 2 - Investigation

Outline the investigation process.

3. Step 3 - Meeting with Employee

Describe the meeting process and notice given.

4. Step 4 - Outcome & Disciplinary Action

Describe possible outcomes and documentation.

5. Step 5 - Right to Appeal

Describe the appeal process.

5. Documentation

Document	Description	Date	Signature
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Document name	Description	YYYY-MM-DD	Signature

6. Review and Approval

Name	Role	Date	Signature
Reviewer name	Role	YYYY-MM-DD	Signature