

# Employee Discipline Policy

## Draft Format

### 1. Purpose

This Employee Discipline Policy outlines the procedures and guidelines for addressing employee misconduct or performance issues. The aim is to encourage improvement while ensuring fairness and consistency.

### 2. Scope

This policy applies to all employees of [Company Name], regardless of position, status, or department.

### 3. Policy Statement

[Company Name] expects all employees to maintain proper standards of conduct and performance. Disciplinary actions will be undertaken in a fair and consistent manner.

### 4. Types of Misconduct

- Insubordination or refusal to carry out reasonable instructions
- Chronic lateness or absenteeism
- Breach of confidentiality
- Workplace harassment or bullying
- Theft, fraud, or dishonesty
- Violation of company policies

### 5. Disciplinary Procedure

1. **Verbal Warning:** The supervisor meets with the employee to discuss the issue and expectations for improvement.
2. **Written Warning:** A formal letter is issued to the employee, documenting the misconduct and corrective action required.
3. **Final Warning:** If no improvement is observed, a final warning is given. Consequences of further non-compliance are explained.
4. **Termination:** If all previous steps fail, employment may be terminated following an investigation.

The company reserves the right to skip steps based on the severity of the misconduct.

## 6. Documentation

All disciplinary actions will be documented and placed in the employee's personnel file.

## 7. Appeal Process

Employees have the right to appeal any disciplinary action by submitting a written request to the Human Resources department within [X] days of the action.

## 8. Effective Date

This policy is effective as of [Date]. It may be reviewed and amended from time to time by [Company Name].

## Signatures

Name	Title	Signature	Date
[Name]	[Title]		
[Name]	[Title]		