

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]		