

Basic Disciplinary Action Policy Outline

1. Purpose

To outline the procedures for addressing misconduct and ensuring a fair and consistent approach to employee discipline.

2. Scope

This policy applies to all employees of the organization.

3. Policy Statement

The organization is committed to maintaining a positive work environment. Disciplinary action may be taken when employees violate policies or fail to meet performance standards.

4. Disciplinary Procedure

1. Verbal Warning

- Informal discussion of the issue.
- Documented by the supervisor for records.

2. Written Warning

- Formal written notice outlining the misconduct or issue.
- Copy placed in employee's file.

3. Final Written Warning

- Issued if the issue persists or is more serious.
- Documented for future reference.

4. Termination

- Employment may be terminated if previous steps are ineffective or for severe violations.

5. Employee Rights

- Right to respond to allegations.
- Right to representation, if applicable.
- Right to appeal disciplinary decisions.

6. Confidentiality

All disciplinary matters will be handled confidentially and only shared with those directly involved.

7. Review

This policy will be reviewed periodically and may be amended as necessary.