

# 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.