

Corrective Action Policy Guide

Document Version: _____

Effective Date: _____

Approved By: _____

1. Purpose

This Corrective Action Policy Guide outlines the procedures for addressing employee conduct or performance that does not meet established company standards.

2. Scope

This policy applies to all employees of _____ (Company Name).

3. Policy Statement

The company is committed to ensuring fairness and consistency when addressing employee-related issues. Corrective action may be taken to help employees improve and succeed.

4. Definitions

- **Corrective Action:** Steps taken to address unacceptable conduct or performance.
- **Supervisor/Manager:** The employee's direct report or any authorized individual overseeing the process.

5. Procedure

1. **Informal Discussion:**
 - Supervisor addresses concern with employee verbally.
 - Expectation for improvement communicated.
2. **Written Warning:**
 - Supervisor documents the issue and improvement plan.
 - Employee acknowledges receipt.
3. **Final Written Warning:**
 - Formal documentation of issue and consequences for non-compliance.
4. **Termination or Alternative Action:**
 - Decision made if no improvement occurs after prior steps.

Note: Steps may be accelerated or omitted depending on severity.

6. Documentation

All corrective actions must be documented and retained in the employee's personnel file.

7. Confidentiality

All involved parties must maintain confidentiality throughout the corrective action process.

8. Review and Approval

This policy will be reviewed annually or as necessary.

Prepared By: _____

Reviewed By: _____

Date: _____