

Employee Disciplinary Policy

1. Purpose

[Describe the purpose of this policy. Example: This policy outlines the procedures for addressing employee conduct and performance issues.]

2. Scope

[State who this policy applies to, e.g., all employees of the company.]

3. Policy Statement

[Include a general statement about expectations for employee behavior and the commitment to a fair disciplinary process.]

4. Disciplinary Procedure

1. Verbal Warning

[Describe the process for a verbal warning, who issues it, and how it is documented.]

2. Written Warning

[Describe the process for a written warning and when it is appropriate.]

3. Final Warning

[Describe the conditions for issuing a final warning.]

4. Termination

[Outline the process for termination, including notice and documentation.]

5. Appeals

[Explain the process by which an employee may appeal a disciplinary decision.]

6. Documentation

[Describe how disciplinary actions will be recorded and stored.]

7. Review

[State how often the policy will be reviewed and by whom.]

8. Approval

Approved by: _____

Date: _____

