

# Manager Disciplinary Action Policy

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## Policy Purpose

This document outlines the disciplinary action policy for managers. The goal is to ensure fairness, consistency, and transparency in managing conduct and performance issues.

## Scope

This policy applies to all managers within the organization.

## Disciplinary Procedures

### 1. Verbal Warning

The manager will receive a verbal warning, specifying the issue and required improvements.

### 2. Written Warning

If the problem persists, a written warning will be issued and documented in the manager's file.

### 3. Final Written Warning

Continued failure to improve will result in a final written warning.

### 4. Termination

If there is still no improvement or in the case of gross misconduct, employment may be terminated.

## Guidelines

- All disciplinary actions will be conducted in a fair and unbiased manner.
- Managers will have an opportunity to explain their actions at each stage.
- Records of all warnings and actions will be maintained.
- Support and resources will be provided to help improvement.

## Appeals

Managers may appeal any disciplinary decision according to the company's appeal process.

## Policy Review

This policy will be reviewed annually and updated as necessary.