

Manager Disciplinary Action Policy

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.