

Progressive Discipline Policy Template

Policy Statement

[Company Name] is committed to ensuring fair and consistent treatment of all employees through the application of a progressive discipline process designed to address and correct unacceptable behavior or performance.

Purpose

The purpose of this policy is to outline the steps of progressive discipline, define expectations, and establish clear guidelines for improvement.

Scope

This policy applies to all employees of [Company Name].

Definitions

- **Progressive Discipline:** A process for dealing with job-related behavior that does not meet expected and communicated performance standards.
- **Supervisor:** An individual who manages employee performance and addresses conduct and/or performance issues.

Procedure

1. **Verbal Warning:** Supervisor discusses the issue with the employee, documents the meeting internally, and clarifies expectations.
2. **Written Warning:** If unacceptable behavior or performance continues, a written warning is issued and placed in the employee's personnel file.
3. **Final Warning:** Further incidents result in a final written warning, outlining consequences of continued non-compliance.
4. **Termination:** Continued failure to meet expectations may result in dismissal from employment.

Documentation

- All steps of discipline must be documented and retained in the personnel file.
- Employees may be asked to acknowledge receipt of warning(s).

Exceptions

Serious violations may result in immediate termination, bypassing steps as appropriate.

Policy Review

This policy will be reviewed annually and updated as needed.

Signatures

Employee Signature Date

Manager/Supervisor Signature Date