

# Customizable Staff Discipline Policy Sample

## 1. Purpose

This policy outlines the disciplinary procedures and standards of conduct expected from all employees of [Company Name]. Its aim is to promote fairness, consistency, and accountability throughout the organization.

## 2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract staff of [Company Name].

## 3. Standards of Conduct

- Professional and respectful behavior is expected at all times.
- Compliance with all company policies, rules, and laws is mandatory.
- Punctuality and regular attendance are required.
- Use of company property should be responsible and authorized.

## 4. Disciplinary Procedure

1. **Informal Discussion:** Managers may address minor issues through informal discussions to provide guidance and support.
2. **Verbal Warning:** For continued or more serious infractions, a verbal warning will be issued, and a note may be placed on the employee's file.
3. **Written Warning:** Failure to improve may result in a formal written warning stating the nature of the misconduct and corrective action required.
4. **Final Warning:** Continued violation may lead to a final written warning.
5. **Termination:** If there is still no improvement, or in cases of gross misconduct, employment may be terminated.

Steps may be skipped depending on the severity of the situation.

## 5. Gross Misconduct

Gross misconduct can result in immediate termination. Examples include but are not limited to:

- Theft or fraud
- Violence or threats
- Serious insubordination
- Harassment or discrimination

## **6. Right to Appeal**

Employees have the right to appeal any disciplinary action. Appeals should be submitted in writing within [number] days of notification and will be reviewed by a designated appeals officer or panel.

## **7. Policy Review**

This policy is subject to review and amendment. Employees will be notified of any changes.

**Date:** [Insert Date]

**Approved by:** [Name/Title]