

General Employee Conduct Discipline Policy Template

1. Purpose

The purpose of this policy is to outline the standards of conduct expected of all employees and to establish a fair and consistent method for addressing inappropriate conduct or disciplinary issues.

2. Scope

This policy applies to all employees of the organization, regardless of role or employment status.

3. Policy Statement

Employees are expected to conduct themselves in a professional and respectful manner at all times. Violations of this policy will subject the employee to disciplinary action, up to and including termination.

4. Employee Responsibilities

- Comply with all organization policies and procedures.
- Maintain a professional and respectful work environment.
- Report violations of conduct or unethical behavior.
- Cooperate in investigations regarding conduct issues.

5. Disciplinary Procedures

1. **Verbal Warning:** For minor infractions, a verbal warning will be issued and documented.
2. **Written Warning:** Repeated or more serious infractions will result in a formal written warning.
3. **Final Warning or Suspension:** Continued violations may result in a final warning or suspension.
4. **Termination:** Serious or repeated misconduct may result in termination of employment.

6. Examples of Misconduct

- Frequent unexcused absences or tardiness
- Insubordination
- Harassment or discrimination
- Theft or misuse of company property
- Violation of safety rules
- Falsification of records

7. Appeals

Employees may appeal any disciplinary action in writing to Human Resources within five (5) business days of the action.

8. Policy Review

This policy will be reviewed periodically and updated as necessary to reflect best practices and legal requirements.

9. Acknowledgement

All employees are required to acknowledge receipt and understanding of this policy.