

Standard Disciplinary Policy Document

1. Purpose

This document sets out the standard disciplinary policy for addressing breaches of company rules and regulations. Its aim is to ensure fair, consistent, and effective handling of disciplinary matters.

2. Scope

This policy applies to all employees of the company. It covers all disciplinary matters arising during employment, except those under separate procedures (e.g., grievance or performance procedures).

3. Principles

- All disciplinary matters will be handled promptly and fairly.
- Employees will be informed of allegations and given an opportunity to respond.
- All actions taken will be appropriate to the circumstances.
- Employees may be accompanied at any disciplinary meeting by a colleague or representative.
- Decisions will be documented and communicated in writing.
- An appeals process will be provided.

4. Disciplinary Procedure

1. **Informal Discussion:** Minor issues may be dealt with informally.
2. **Investigation:** An investigation will be conducted to establish the facts.
3. **Disciplinary Meeting:** If warranted, a meeting will be held with the employee to discuss findings.
4. **Decision:** Management will decide on appropriate action based on evidence.
5. **Notification:** The outcome and any disciplinary action will be communicated in writing.
6. **Appeal:** The employee has the right to appeal the decision.

5. Possible Disciplinary Outcomes

Outcome	Description
Verbal Warning	Issued for minor offenses and retained on record for six months.
Written Warning	Given for repeated or more serious offenses. Remains on record for twelve months.
Final Written Warning	For further repetition or severe misconduct. Stays on record for eighteen months.
Dismissal	Termination of employment for gross misconduct or unresolved serious offenses.

6. Appeals

Employees may appeal any disciplinary decision within five working days of receiving the decision in writing. Appeals should state the grounds for appeal and will be heard by a manager not previously involved in the case.

7. Confidentiality

All disciplinary proceedings and records will remain confidential, shared only with individuals involved in the process.

8. Review

This policy will be reviewed periodically and updated as necessary to ensure its effectiveness.