# Policy: HR – Discipline

Purpose: To promote a positive work environment for all employees.

## Policy:

[Company Name] believes that each employee has the responsibility to conduct him/herself according to certain rules of acceptable conduct.

### Procedural Guidelines:

There may be occasions when an employee’s conduct interferes with or adversely affects the business of [Company Name]. In those situations, corrective action will be taken, up to and including discharge.

We will consider the following factors when deciding which action to take:

* The seriousness of the misconduct.
* The employment record.
* The employee’s ability to correct the misconduct.
* Actions the company has taken for similar conduct by other employees.
* How the employee’s action affects employees and non-employees.
* Other relevant circumstances.

The progressive discipline process is as follows:

* **Counseling**  
  As a first step, a member of management has one formal verbal discussion with the employee to examine the deficiencies and to determine specific direction for improvement. Documentation will be in written form and placed in the employee’s personnel file.
* **Verbal Warning**  
  The employee will receive a verbal warning documenting the current conduct, as well as references to prior counseling, verbal warnings and performance development and review meetings. The verbal warning will be documented in written form and placed in the employee’s personnel file.
* **Written Warning**  
  If the employee’s performance has not improved, the employee may receive a written warning. The written warning is reviewed and approved by the next management level and the Human Resources Manager prior to the manager-employee meeting. The written warning will contain an action plan to address each issue and how it can be resolved. At specified times, the employee and manager will review the employee’s progress in correcting the problem. The employee will be asked to sign the written warning.
* **Second Written Warning**  
  If the employee’s performance has not improved, the employee may receive a second written warning.
* Suspension, discharge, and other types of disciplinary action may be taken at any time in the process, when appropriate.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_