

Disciplinary Action Company Policy Template

1. Purpose:

The purpose of this disciplinary action company policy is to provide guidelines for addressing employee misconduct and ensuring a fair and consistent approach to disciplinary measures.

2. Scope:

This policy applies to all employees of [Company Name] and outlines the procedures for addressing misconduct, including but not limited to violations of company policies, rules, and regulations.

3. Disciplinary Process:

- When misconduct is observed or reported, the employee's immediate supervisor should document the incident and report it to HR.
- HR will conduct a thorough investigation to gather all relevant information and evidence.
- Based on the findings of the investigation, HR will determine the appropriate disciplinary action, which may include verbal warnings, written warnings, suspension, or termination.
- Employees have the right to appeal any disciplinary action taken against them.

4. Documentation:

All disciplinary actions and related documentation will be kept confidential and stored in the employee's personnel file. Employees will be provided with a copy of any written warnings or other disciplinary actions.

5. Training and Communication:

HR will provide training to supervisors on how to effectively address and document employee misconduct. Employees will be made aware of this policy through the employee handbook and periodic reminders.

6. Compliance:

All employees are expected to comply with this disciplinary action company policy. Failure to do so may result in disciplinary action, up to and including termination.

For more information on disciplinary action procedures, please refer to [Company Name]'s employee handbook.

Sources:

- Society for Human Resource Management (SHRM) - Disciplinary Action Policy:

<https://www.shrm.org/topics-tools/tools/how-to-guides/how-to-administer-progressive-discipline-policy>

- U.S. Department of Labor - Employee Rights: <https://www.dol.gov/agencies/whd/workers>