

Employee Progressive Discipline Policy Template

Introduction:

Our company is committed to maintaining a positive work environment where all employees are treated fairly and with respect. In order to address any performance or behavior issues that may arise, we have established a progressive discipline policy.

Policy Statement:

1. We believe in providing employees with clear expectations and feedback regarding their performance and behavior.
2. When performance or behavior concerns arise, we will address them promptly and fairly through a progressive discipline process.
3. The progressive discipline process may include verbal warnings, written warnings, suspension, and ultimately, termination if necessary.
4. We will document all steps taken in the progressive discipline process to ensure transparency and consistency.

Procedure:

1. Verbal Warning: When a performance or behavior issue is identified, the employee will receive a verbal warning from their supervisor. The supervisor will clearly communicate the issue and expectations for improvement.
2. Written Warning: If the issue persists, the employee will receive a written warning outlining the specific concerns, expectations for improvement, and consequences for further violations.
3. Suspension: In cases of serious misconduct or continued failure to meet expectations, the employee may be suspended without pay for a specified period of time.

4. Termination: If the employee fails to improve or violates company policies after previous warnings, termination may be necessary. Termination will be conducted in accordance with company policies and applicable laws.

Conclusion:

We believe that the progressive discipline process is a fair and effective way to address performance and behavior issues in the workplace. By following this policy, we aim to support employees in their professional development while maintaining a productive work environment for all.