

Employee Disciplinary Action Policy

Objective

This policy sets out a fair, consistent and transparent way of dealing with employee misconduct and performance problems. It applies to all employees of [Name of the Company](#).

The Progressive Discipline Process

The company takes a corrective approach, aiming to help employees meet the required standards. How serious the violation is decides which step the process starts at.

- Verbal warning: a formal conversation that records the issue and the improvements needed.
- Written warning: a formal letter that describes the violation, the consequences and a deadline for putting things right.
- Final warning or suspension: a last-chance notice, or an unpaid suspension while the matter is investigated.
- Termination: employment ends if behavior does not improve, or for severe violations.

Gross Misconduct (Zero Tolerance)

Some actions can lead to immediate termination with no earlier warnings. These include theft, fraud, violence, harassment and serious safety violations.

Appeals

An employee who believes a decision was unfair may submit a written appeal to HR within [Number](#) days of the disciplinary action.

Acknowledgement

I understand the disciplinary process and agree to follow the company's code of conduct.

Signature: _____

Date: _____