

# Disciplinary Policy and Procedure Template

To get you started, here's a customisable disciplinary policy template you can use, and change to fit your own company's values and culture. This can serve as a basic foundation that you can modify or add to as you see fit.

## [Company Name] Disciplinary Policy

- 1. Policy Overview:** This Disciplinary Policy applies to all employees of [Company Name] and is designed to ensure fair treatment in the case of behavioural or performance issues.
- 2. Purpose:** The purpose of this policy is to provide a clear framework for addressing and managing employee misconduct and performance issues, ensuring consistency and fairness while upholding [Company Name]'s values and standards.
- 3. Scope:** This policy applies to all employees of [Company Name], including full-time, part-time, and temporary staff.
- 4. Rules and Expectations:**
  - Employees are expected to adhere to [Company Name]'s standards of conduct, including [list specific behaviours or refer to the employee handbook].
  - Misconduct, including but not limited to [list examples of misconduct], will be subject to disciplinary action.
- 5. Disciplinary Actions:**
  - Verbal Warning: For minor infractions or first-time offences.
  - Written Warning: For repeated offences or more serious misconduct.
  - Suspension: For severe cases, pending investigation.
  - Termination: For gross misconduct or when previous disciplinary actions have not resulted in improved behaviour.
- 6. Disciplinary Procedure:**
  - Identification of Issue: [Name of supervisor/manager/HR representative] will identify and document the issue.
  - Investigation: A thorough investigation will be conducted to gather all relevant facts.
  - Meeting with Employee: The employee, [Employee's Name], will be invited to a meeting to discuss the issue. The employee has the right to be accompanied by a representative.
  - Decision: After reviewing all evidence and the employee's input, a decision on disciplinary action will be made.
  - Appeal Process: The employee has the right to appeal the decision within [time frame].
- 7. Documentation:** All disciplinary actions will be documented and added to the employee's personnel file.

- 8. **Confidentiality:** All disciplinary proceedings will be conducted with the utmost confidentiality to protect the privacy of all involved parties.
- 9. **Policy Review and Amendments:** This policy is subject to review and amendments to remain compliant with current employment laws and [Company Name]'s operational requirements.
- 10. **Acknowledgment:** I, [Employee's Name], acknowledge that I have read, understood, and received a copy of [Company Name]'s Disciplinary Policy.

Employee Signature: .....

Date: .....

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