**EMPLOYEE DISCIPLINARY ACTION**

**Policy Overview**

**[Company name]'s** discipline policy explains the steps we will take to address employee failure to perform or misconduct.

This policy applies to all  **[Company name]'s** employees.

**At-Will Employment**

Although we may try to follow our discipline policy as outlined below, employees at **[Company name]'s** work at-will, and can be terminated at any time, for any reason.

**Progressive Discipline Steps**

Our disciplinary process can move through the following 5 steps:

1. Verbal warning
2. Formal written warning
3. Formal disciplinary meeting
4. Suspension or loss of privileges
5. Termination

Managers or supervisors will document each step in this process using official forms. All forms must be filed with HR. Managers or supervisors must meet with HR before making decisions regarding steps 4 and 5.

Employees must always be informed of any disciplinary action, of what stage they are in, the consequences of further violations, and corrective actions they can take.

Steps may be repeated at the discretion of the manager or supervisor.

**Understanding the 5 Steps**

**Step 1:** Employees should receive verbal warnings in private. The exact nature of what took place and why it is in violation of policy, or how it falls short of performance expectations, should be explained, along with proper corrective actions. HR should be notified that the warning was given.

**Step 2:** The manager or supervisor should use a disciplinary action form to describe the incident and corrective actions. The employee should read the form and sign that they received it.

**Step 3:** The employee, manager/supervisor, and an HR representative meet to discuss the problem. HR investigates the problem. The employee is informed that after this point punitive action may take place, up to, and including termination.

**Step 4:** The employee may receive penalties, such as a loss of certain privileges, suspension from some or all duties, a demotion or other appropriate penalties.

**Step 5:** Employees who do not correct their behavior at this point may be terminated. The final decision to terminate will be approved by an HR representative after an investigation to ensure fairness.

The **[Company name]'s** progressive discipline plan may begin at any step, depending on the severity of the offense. For example, employee tardiness will begin at step 1, mistakes that cause major disruptions at work may begin at step 3. Fraud or other illegal or dangerous behavior may go directly to step 5.

The **[Company name]'s** progressive discipline policy is meant to provide guidelines.

**Right to appeal**

Employees who believe they were not treated properly may appeal and disciplinary decisions with HR.