

Sample Employee Discipline Policy

A clear and consistent discipline policy fairly applied assists an employer avoid claims of unjust or discriminatory actions.

Employee Discipline

Policy Purpose

(company name) promotes fair and constructive treatment of unacceptable conduct or work performance. This is accomplished in part through a progressive discipline process. The purpose of this policy is to explain when and how progressive discipline generally be applied. Progressive discipline process is carried out with the intent to improve behaviour.

Policy Guidelines

Generally, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas.

Procedures

1. **Verbal Warning:** An employee will be given a verbal warning when they engage in problematic behaviour. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employee that a problem may exist or that one has been identified, which must be addressed. Verbal warnings will be documented and maintained by on the employees personnel file. A verbal caution remains in effect for [specify time (e.g., three months)].
2. **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for [specify time].
3. **Suspension:** A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension

will be documented and, regardless of the length of the suspension issued, will remain in effect for [specify time].

4. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

While the Company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation. Some forms of misconduct, including theft or fraud, violence or threats of violence, harassment or violations of the drug or alcohol policy will generally result in immediate dismissal for cause.