



DISCIPLINARY ACTION – SAMPLE POLICY STATEMENT

Disciplinary action and corrective measures are taken at the discretion of the President. The possible steps for disciplinary action are: counseling, verbal warning, one or more formal written warnings, performance evaluations indicating substandard performance, demotion, suspension, probation and/or dismissal. The choice of options depends on the seriousness of the behavior.

Exceptions or deviations from the progressive discipline sequence may occur whenever the Department Head, in conjunction with the President/Director of Human Resources, deems that circumstances warrant.

For level 1 offenses, discussions between the employee and his/her supervisor will occur to allow the employee to correct the situation. When a warning notice is issued, it becomes a part of an employee's record and is considered when evaluating an employee for promotion, transfer, training or additional discipline.

Three warning notices within twelve (12) months time, regardless of the type of first level offense, will result in discharge.

Level 1 actions

These actions are taken for behaviors such as:

- \$ Unauthorized or excessive absence, tardiness or early quitting.
- \$ Unauthorized time away from work station.
- \$ Failure to notify supervisor promptly of completion of assigned work.
- \$ Failure to meet minimum established standards
- \$ Failure to meet assigned housekeeping responsibilities
- \$ Obscene, abusive, harassing, or disruptive language or behavior
- \$ Failure to perform assigned job responsibilities
- \$ Failure to follow prescribed work procedures
- \$ Failure to notify supervisor of absences
- \$ Neglect of organization property
- \$ Excessive personal use of the telephone and/or email
- \$ Misuse of chamber/association cellular phones



The procedure for dealing with Level 1 behaviors is:

- Counseling
- Verbal warning
- Formal written warning
- Suspension or probation
- Discharge

Level 2 actions

These are more serious and must be dealt with firmly and immediately. Typical behaviors in this level include:

- \$ Reoccurring tardiness without reasonable explanation.
- \$ Absences without approved leave.
- \$ Refusal to comply with instructions of a supervisor.
- \$ Conduct endangering the safety of the employee, co-workers or members
- \$ Violating major safety rules.
- \$ Working when ability is impaired by the use of alcohol, illegal and/or prescription drugs
- \$ Unscheduled leaving from the work place without informing supervisor.
- \$ Sleeping during work hours.
- \$ Unauthorized use of organization materials and supplies
- \$ Fighting or threatening violence in the workplace
- \$ Unauthorized possession of weapons on organization properties

The procedure for dealing with Level 2 behaviors is:

- Written warning
- Suspension or probation
- Termination



Level 3 actions

These are behaviors that are serious enough to justify either a suspension or, in extreme situations, termination of employment without following the preceding disciplinary steps. Behaviors for which immediate termination can be justified include, but are not limited to, the following:

- \$ Sexual harassment
- \$ Insubordination, or the refusal to comply with the specific instructions of a supervisor in the context of an assigned job duty
- \$ Falsification of personnel records, time records, or any other organization documents and records
- \$ Fighting during work time or on work premises
- \$ Use of, or possession of, alcohol or illegal drugs during work time or on work property
- \$ Damaging, defacing, or misusing organization property or the property of co-workers
- \$ Theft, misappropriation, embezzlement, unauthorized possession or removal of organization property or the property of employees or customers
- \$ Immoral or indecent conduct which occurs on organization property
- \$ Unauthorized or illegal possession of explosives, firearms, or other dangerous weapons on work premises, including parking areas
- \$ Failure to report an absence for a three-day period without a satisfactory explanation
- \$ Conviction of a felony
- \$ Unauthorized release of confidential information
- \$ Continued unsatisfactory job performance.
- \$ Violation of the organization's conflict of interest/ethical standards
- \$ Other behaviors that, in the opinion of the President/Board of Directors, seriously threaten the well-being of the organization or any employee
- \$ Intentional or deliberate injury to another person



DISCIPLINARY ACTION - SAMPLE POLICY #2

It is the policy of _____ to administer equitable and consistent discipline for unsatisfactory conduct and/or poor performance in the workplace and to do so in a way that is prompt, uniform and impartial.

All employees are expected to meet _____'s standards for work performance, attendance and personal conduct. When an employee fails to conform to proper standards, he/she will be subject to progressive disciplinary procedures as follows:

Level 1 actions

These actions are taken for behaviors such as:

- Excessive absences or lateness
- Neglect or misuse of organization property
- Unintentional violations
- Excessive personal use of the telephone and/or email
- Boisterous or disruptive activity in the workplace
- Failure to meet minimum standards

The procedure for dealing with Level 1 behaviors is:

- Counseling
- Formal written warning
- Suspension or probation
- Discharge

Level 2 actions

These are more serious and must be dealt with firmly and immediately. Typical behaviors in this level include:

- Intentional violation of a rule
- Conduct which disrupts business activity
- Fighting or threatening violence in the workplace
- Weapons on organization properties



The procedure for dealing with Level 2 behaviors is:

Written warning
Suspension or probation
Termination

Level 3 actions

Immediate termination can be justified for the following behaviors:

Theft of organization property or that of employees
Insubordination or refusal to follow instructions
Intoxication (incl. the effects of illegal drugs) during working hours
Deliberate misuse of organization property
Deliberate injury to another person
Unauthorized release of confidential information
Other behaviors that, in the opinion of the President, seriously threaten the well-being of the _____
[organization] or any employee



DISCIPLINE – SAMPLE POLICY #3

_____ [organization name] adheres to the concept of progressive discipline in our effort to ensure a fair method of disciplining employees. This means that the organization will attempt to give its employees advance notice of problems with their conduct or performance in order to provide them an opportunity to improve them. Such an approach allows the company to take appropriate action based on the seriousness of the situation and the circumstances.

Discipline may take the form of a verbal warning, one or more written warnings, a performance appraisal indicating substandard performance in one or more areas, suspension or probation, or termination. The choice of options depends on the seriousness of the behavior. Exceptions or deviations from the progressive discipline sequence may occur whenever the President deems that circumstances warrant that one or more steps in the process be skipped.

To request a free, 30-minute consultation on implementing a disciplinary action policy, [click here](#).