

PROGRESSIVE DISCIPLINE POLICY

Policy Number: _____

Effective Date: _____

Purpose:

This Progressive Discipline Policy is designed to establish a clear and consistent process for addressing employee performance and conduct issues. The objective is to promote and encourage improvement while ensuring fair and equitable treatment for all employees.

Scope:

This policy applies to all employees of the Company, regardless of tenure or position, and covers violations of Company rules, policies, regulations, and unsatisfactory work performance.

Policy Statement:

The Company is committed to providing employees with the opportunity to correct behavior and performance issues through a structured progressive discipline process. Disciplinary actions will be applied consistently and fairly, with consideration given to the nature and severity of the infraction.

Progressive Discipline Steps:

The progressive discipline process generally involves the following steps, but the Company reserves the right to skip steps or apply immediate disciplinary action, including termination, depending on the severity of the conduct or performance problem.

1. Verbal Warning

An informal discussion with the employee outlining the performance or conduct issue, expectations for improvement, and consequences if the issue persists. Documentation of the verbal warning will be retained in the employee's personnel file.

2. Written Warning

A formal written notice describing the issue, previous counseling, required improvements, and possible next steps if no improvement is made. The employee will be asked to acknowledge receipt.

3. Final Written Warning

A stronger written warning indicating that failure to correct the issue may result in suspension or termination. This step emphasizes the seriousness of the situation.

4. Suspension

Temporary removal from work without pay for a specified period as a disciplinary measure. This step is used for serious infractions or repeated violations.

5. Termination

Final separation of employment due to failure to improve or severe misconduct. Termination will be conducted in compliance with all applicable laws and Company policies.

Employee Responsibilities:

Employees are expected to comply with all Company policies and procedures, perform their assigned duties satisfactorily, and cooperate in the disciplinary process. Employees have the right to explain and discuss the issues raised during the disciplinary process.

Management Responsibilities:

Supervisors and managers are responsible for applying this policy consistently and fairly, documenting disciplinary actions accurately, and providing employees with clear guidance and opportunities for improvement.

Documentation and Confidentiality:

All disciplinary actions shall be documented and maintained in the employee's personnel file. Such documentation is confidential and will be shared only with authorized individuals on a need-to-know basis.

Right to Appeal:

Employees have the right to appeal any disciplinary action by submitting a written request to Human Resources within a reasonable time frame. Appeals will be reviewed promptly and fairly.

Non-Retaliation:

The Company prohibits retaliation against employees who raise concerns or participate in the disciplinary or appeal process in good faith.

Employment At-Will:

Nothing in this policy alters the at-will nature of employment. Either the employee or the Company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable laws.

Governing Law:

This policy shall be governed by and construed in accordance with the laws of the United States and the applicable state law where the Company operates.

EMPLOYEE SIGNATURE

MANAGER SIGNATURE

Signature: _____

Signature: _____

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