**Disciplinary Policy**

Company Name “The Company”: [Enter Name of Company here]

**Change Log**

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| Date | Change | Authorised by  |
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# Introduction:

The Company is committed to maintaining a safe and productive work environment for all employees. This policy sets out our approach to addressing misconduct and poor performance among employees and outlines our responsibilities and expectations for all employees.

# Scope:

This policy applies to all employees of The Company, including full-time, part-time, temporary and contract staff, as well as volunteers, interns, and any other person working on our premises or in connection with our operations.

# Responsibilities:

The Company management team is responsible for ensuring that misconduct and poor performance are addressed in a timely and appropriate manner.

The Human Resources Coordinator is responsible for the implementation and maintenance of this policy, and for providing guidance and support to employees and managers on disciplinary matters.

All employees have a personal responsibility to conduct themselves in a professional and appropriate manner, to understand the company's expectations, and to be aware of the disciplinary procedures.

# Procedures:

The Company will follow a fair and consistent disciplinary process, which will include the following steps:

1. Verbal Warning: A verbal warning will be given to an employee if the behavior or performance is minor or if it is a first-time offence.
2. Written Warning: A written warning will be given to an employee if the behavior or performance is not corrected after a verbal warning or if it is a more serious offence.
3. Final Written Warning: A final written warning will be given to an employee if the behavior or performance is not corrected after a written warning or if it is a gross misconduct.
4. Dismissal: An employee may be dismissed if the behavior or performance is not corrected after a final written warning or if it is a gross misconduct.

# Investigation:

Before any disciplinary action is taken, The Company will conduct a thorough investigation of the alleged misconduct or poor performance. This will include interviewing relevant parties, gathering evidence, and reviewing any documentation.

# Appeal Process:

An employee has the right to appeal any disciplinary action taken against them. The appeal should be submitted in writing to the Human Resources Coordinator within [insert number] days of the disciplinary action. The appeal will be reviewed by a senior manager who was not involved in the original disciplinary action.

# Communication and Record Keeping:

The Company will communicate disciplinary actions to the relevant parties and will keep records of all disciplinary actions taken.

# Training and Communication:

The Company will provide all employees with the necessary information, instruction, and training on the disciplinary policy and procedures.

# Monitoring and Review:

The Company will regularly monitor and review the disciplinary policy and procedures to ensure that they remain fair and consistent, and that they are being applied correctly.

# Conclusion:

The Company is committed to maintaining a safe and productive work environment for all employees and ensuring that misconduct and poor performance are addressed in a timely and appropriate manner. We will follow a fair and consistent disciplinary process, which includes verbal and written warnings, and in some cases dismissal. The company will conduct thorough investigations, will provide an appeal process, will communicate and record disciplinary actions, will provide necessary information, training and support on disciplinary matters, and will regularly monitor and review the disciplinary policy to ensure that it remains fair, consistent and compliant with current legislation and best practices.