

Disciplinary Procedure Policy

Investigating Claims

All investigations into allegations of policy violation, insubordination, harassment, discrimination, behavioral issues and work-related citations will be investigated in a fair and objective manner. The employee under investigation will be free to advise on witnesses, make a statement and appeal decisions.

Citation Degrees

1. Verbal Warning: The employee will have a meeting with his or her supervisor and discuss the problem, how to fix it and how to prevent it from happening again.
2. Written Warning: If the behavior continues without improvement, the employee will receive an official, written citation and will be required to attend a meeting with all managerial staff to whom he or she reports.
3. Final Warning: The employee will be notified that any further incidents regarding the prohibited behavior will result in suspension or termination. If the supervisor feels that the safety or well-being of other employees is in jeopardy at this point, he or she may suspend the misbehaving employee pending investigation.
4. Suspension: The employee will be suspended without pay while a thorough investigation takes place concerning whether he or she is fit to hold the position or not.
5. Termination: If the problem cannot be solved, the manager or HR representatives may recommend termination. Employers retain the right to terminate employees with no written notice and without previous disciplinary actions. Disciplinary procedure does not apply to illegal behavior, which is grounds for immediate termination and legal action.

Employee Rights

During the disciplinary procedure, the employee must receive every step-in writing to prove that he or she has been notified of the problem.

All documented copies will be kept in the employee's personnel file.

The employee has the right to visit a company-provided counselor.

The employee has the right to appeal any decision within {number} days.

For more information, please contact:
