## Discipline/Corrective Action

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of [Organization Name] to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include any of the following:

* Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
* Written warning, which will be placed in your personnel file.
* Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization’s premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
* Demotion, which will be documented in your personnel file.
* Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by a [Designated Position] without prior approval from the [Designated Position]. However, the [Designated Position] must be informed by the [Designated Position] of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the [Designated Position] before the action is taken.