Consequences of Misconduct Policy

Purpose:

To outline the potential consequences of misconduct to ensure accountability and adherence to company values.

Scope:

This policy applies to all employees, contractors, and representatives of the company.

Key Points:

1. Misconduct includes, but is not limited to, fraud, harassment, theft, insubordination, and violation of company policies.

2. Misconduct will be investigated promptly and fairly by the appropriate parties.

3. Consequences of misconduct may include:

- Verbal or written warnings

- Suspension without pay

- Termination of employment

- Legal action, if applicable

4. Employees have the right to appeal disciplinary actions through formal procedures.

Non-Compliance:

Failure to comply with this policy or other company rules may lead to disciplinary measures.