

# ❌ 1❌ Staff Misconduct Policy (U.S. Employee Version)

## Purpose

To maintain professionalism, integrity, and accountability in the workplace by clearly defining misconduct and the disciplinary procedures that follow.

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## Definition of Misconduct

Misconduct refers to any inappropriate behavior, action, or negligence that violates company policies, ethical standards, or applicable U.S. laws.

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## Examples of Misconduct

### A. Minor Misconduct

- Repeated lateness or absenteeism
- Insubordination or refusal to follow reasonable instructions
- Failure to perform assigned duties properly
- Use of inappropriate language or behavior in the workplace

### B. Major (Gross) Misconduct

- Theft, fraud, or falsification of documents

- Harassment, discrimination, or bullying
  - Possession or use of drugs/alcohol during work hours
  - Breach of confidentiality or data protection
  - Violence, threats, or physical assault
  - Damage to company property or reputation
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## Reporting Procedure

1. Any employee witnessing misconduct must report it to HR or their supervisor immediately.
  2. HR will record the complaint and conduct a confidential investigation.
  3. Both the complainant and accused will be interviewed and evidence reviewed.
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## Disciplinary Procedure

Depending on the severity of the offense:

1. **Verbal Warning** – For minor infractions.

2.  
**Written Warning** – If misconduct continues after verbal warning.
  3.  
**Final Written Warning** – For repeated offenses or serious misconduct.
  4.  
**Suspension** – Pending investigation for major cases.
  5.  
**Termination** – For gross misconduct or repeated violations.
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## Employee Rights

- Right to be informed of allegations.
  - Right to present their version and evidence.
  - Right to appeal disciplinary decisions.
  - Right to a representative during disciplinary hearings.
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## Confidentiality

All misconduct reports and investigations are handled confidentially to protect all parties involved.

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# Policy Review

This policy is reviewed annually by HR to ensure compliance with U.S. labor laws and company standards.

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## ☒ 2 ☒ Staff Misconduct Report / Warning Letter Template

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Type of Warning: ☒ Verbal ☒ Written ☒ Final Written

Description of Misconduct:

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Date/Time of Incident: \_\_\_\_\_

Details of Investigation (if any):

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Action Taken:

☒ Verbal Warning

☒ Written Warning

☒ Suspension (duration: \_\_\_\_\_)

☒ Termination

☒ Other: \_\_\_\_\_

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