

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | ABC corporations23.10.2024 |  | | |
|  |  |  | |  | |
|  |  | Disciplinary Policy Creation | |  | |
|  |  | | | |  |
|  | **Purpose**: To maintain a professional, respectful, and efficient work environment by clearly defining standards of behavior and outlining steps to address violations.  **Scope**: Applies to all employees, regardless of position or department, ensuring consistent standards of conduct across the organization.  **Standards of Conduct -** Employees are expected to:   * Follow company policies and procedures. * Maintain punctuality and attendance. * Exhibit professional behavior and respect towards colleagues. * Comply with safety and security rules. * Avoid any form of harassment or discrimination.   **Disciplinary Actions**   * **Verbal Warning**: First minor violation, to be documented. * **Written Warning**: For repeated or more serious offenses. * **Suspension**: Temporary leave for severe or continued violations. * **Termination**: For gross misconduct or failure to improve after warnings.   **Procedure for Handling Disciplinary Issues**   * **Incident Reporting**: Employees or managers’ report issues to the HR department. * **Investigation**: HR will conduct a fair and confidential investigation of the incident. * **Decision and Action**: Based on the investigation, disciplinary action will be decided by management. * **Documentation**: Every step, from report to resolution, must be documented.   **Appeal Process**   * Employees may appeal any disciplinary decision in writing within 5 working days. * An appeal committee (HR and management) will review the appeal and provide a final decision within 10 working days. | | | |  |