

# Progressive Discipline Policy Template

This Progressive Discipline Policy (Policy) lays out Company's procedure for corrective actions related to poor employee work performance and inappropriate workplace behavior. Company reserves the right to combine, modify, or skip steps in this Policy depending on the nature of the offense. Nothing in this Policy modifies or alters the employment at will relationship between Company and employees.

## Step 1: Verbal Warning

Upon notification of an incident, a manager or HR will address the issue with the employee's performance or behavior. The manager will discuss with the employee the nature of the problem or the details of the company policy violation. Manager and employee will discuss expectations for resolution, and the manager will clearly describe to the employee the steps they must take to correct their performance or behavior.

After the employee and manager have a conversation, the manager will prepare a written document containing a summary of the conversation and the steps the employee must take. The employee will be asked to sign this document and it will be placed in the employee's personnel file.

## Step 2: Written Warning

A more formal documentation of performance or behavior issues, the written warning will outline the problems the employee must correct and the consequences for failure to do so. Continued failure to meet Company standards may result in termination of employment.

A written warning may also include a performance improvement plan (PIP). The PIP will lay out the corrective action required of the employee and will include additional detail about how the employee can successfully complete the PIP and how the employee's manager will support them. The employee will be asked to sign both the written warning and PIP, if applicable, and the documents will be placed in the employee's personnel file.

## Step 3: Final Written Warning

If an employee continues to produce substandard work or act inappropriately at work, a final written warning may be issued. This written warning will include reference to previous disciplinary actions and discussions. It will also include the steps the employee must take to avoid additional disciplinary action.

In this final written warning, an employee will be notified that failure to successfully improve their performance or behavior will result in additional disciplinary action up to and including termination. The employee will be asked to sign the final written warning, and the document will be placed in the employee's personnel file.

## Step 4: Termination of Employment

If an employee fails to correct their performance or behavior, the result may be termination of employment with Company. This is not a step Company takes lightly.

Generally, Company will follow this Policy, however, Company reserves the right to combine, modify, and skip steps depending on the circumstances of each specific situation. Employees may be terminated without prior notice or disciplinary action.

## Appeals

During each step of this Policy, an employee will have the opportunity to present information to dispute disciplinary actions. Employees may provide this information during conversations with their manager and HR or in written form within five business days of the verbal or written warning. The purpose of an appeal is not to debate but rather to give the employee the chance to provide insight into extenuating circumstances that may have contributed to the employee's poor performance or inappropriate behavior.

## Conduct Not Subject to this Policy

Some workplace conduct is so egregious that disciplinary action may not follow this Policy. Theft, substance abuse, violence, illegal acts, and other similar acts may subject an offending employee to immediate termination.