

The following is intended to be an example only. This example is a reference for insertion into an Employee Handbook or other relevant documentation.

DISCIPLINARY ACTIONS

5.1 Overview

This section outlines the policies and procedures for handling disciplinary actions, addressing grievances, and the process for appeals. These guidelines aim to ensure fair and consistent treatment of all staff and volunteers, maintain organizational integrity, and resolve conflicts efficiently.

5.2 Disciplinary Actions

5.2.1 Purpose

The purpose of disciplinary actions is to correct and guide staff and volunteers toward improved performance and behavior, ensuring alignment with the organization's mission and values.

5.2.2 Progressive Disciplinary System

Disciplinary actions follow a progressive system, with each step escalating in severity if the behavior or performance does not improve. This system ensures that staff and volunteers are given ample opportunity to correct their behavior while maintaining organizational standards.

1. First Offense: Verbal Warning

- **Purpose:** To informally address minor infractions or performance issues and provide an opportunity for immediate correction.
- **Procedure:**
 - The immediate supervisor will meet with the individual to discuss the issue, including specific examples of the behavior or performance that needs improvement.
 - Clear expectations for improvement will be outlined.
 - The conversation will be documented, noting the date, time, and details of the discussion.
- **Follow-Up:** The supervisor will monitor the individual's performance closely and provide regular feedback to support improvement.

2. Second Offense: Written Warning

- **Purpose:** To formally address continued infractions or performance issues after a verbal warning.
- **Procedure:**
 - The supervisor will schedule a meeting with the individual to discuss the ongoing issues.

- A written warning will be issued, detailing the specific behavior or performance problems, the expectations for improvement, and the consequences of further infractions.
- The written warning will be signed by both the supervisor and the individual to acknowledge receipt. A copy will be placed in the individual's personnel file.
- **Follow-Up:** The supervisor will continue to monitor performance and provide additional support or resources as needed to facilitate improvement.

3. Third Offense: Final Written Warning and Suspension

- **Purpose:** To address persistent issues that have not improved despite previous warnings, emphasizing the seriousness of the situation.
- **Procedure:**
 - The supervisor will meet with the individual to issue a final written warning.
 - The individual may be suspended without pay for up to [insert number] days, depending on the severity and nature of the issue.
 - The final written warning will outline the immediate need for improvement and clearly state that failure to improve will result in termination.
 - Documentation of the final warning and suspension will be added to the individual's personnel file.
- **Follow-Up:** A review meeting will be held at the end of the suspension period to assess improvement. If necessary, additional steps will be taken to support the individual's progress.

4. Fourth Offense: Termination

- **Purpose:** To take final action when the individual fails to meet expectations after multiple warnings, ensuring organizational standards are upheld.
- **Procedure:**
 - The supervisor will consult with Human Resources and other relevant authorities to review the case and confirm the decision.
 - A termination meeting will be held with the individual, during which the reasons for termination will be clearly explained. The individual will be given an opportunity to respond.
 - Documentation of all previous warnings and actions will be provided to the individual and kept in the personnel file.
- **Post-Termination:** The individual will be informed of any final payments, benefits, and procedures for returning organizational property.

5.2.3 Immediate Termination

In cases of severe misconduct, immediate termination may be warranted without following the progressive disciplinary steps. Such cases include, but are not limited to, theft, violence, gross misconduct, or serious violations of company policy. The decision for immediate termination will involve consultation with Human Resources and relevant authorities.