Progressive Discipline Policy



HR managers in any part of the country can adapt this Policy for use at their own workplace.

1. **General Policy**

Employees who violate ABC Company rules and procedures shall be subject to discipline in accordance with the following progressive discipline policy.

2. **Verbal Warning**

Employees who commit a first offense will received one verbal warning. Upon receiving a verbal warning, the employee will be given an explanation of the infraction and corrective action required, an opportunity to explain and notification that further offenses will result in more serious penalties. A note stating that the verbal warning was given listing the time, date and reason will be kept in the employee's personnel file.

3. **Written Warnings**

Second offenses will result in a written warning, which will be recording on the ABC Company disciplinary log. Copies of the warning will be sent to the employee, the ABC Company head office and the union. Another copy shall be kept in the employee's personnel file.

4. **Suspensions**

Third offenses will result in suspension for a period considered appropriate under the circumstances. Copies of the suspension notice will be sent to the employee, ABC Company head office and the union. Another copy shall be kept in the employee's personnel file.

5. **Termination**

Fourth offenses will result in immediate termination. The supervisor responsible for the employee will be informed immediately and he or she will remove the employee from the site with assistance from security, if required. Copies of the termination notice will be sent to the employee, ABC Company head office and the union. Another copy shall be kept in the employee’s personnel file. In addition, the employee shall be given an opportunity to contest the dismissal at a hearing as required by the collective bargaining agreement.

6. **Serious Offenses**

In the event employees engage in severe offenses of a dangerous nature, ABC Company may impose serious penalties up to and including immediate termination without following the sequence provided under this progressive disciplinary policy. For example, employees who engage in workplace violence or who use alcohol or drugs during their designated shifts may be subject to immediate termination without warning or suspension, even if it’s their first offense.

Signed: _____ President/CEO Date: _____

The ABC Company Progressive Discipline Policy should be consulted whenever there are concerns about progressive discipline in the workplace.