
6.E Disciplinary Action

All employees are expected to meet performance standards and behave appropriately in the workplace. Disciplinary or corrective action is a process of communicating with the employee to improve unacceptable behavior or performance. You may take disciplinary action in a progressive way – verbal warning, written warning, and even suspension, when other methods such as coaching and performance appraisal have not been successful.

6E.1 Principles

- ❖ A fair and effective disciplinary action procedure is one that concentrates on improving or changing behaviour, and not one that relies on the principle of punishment
- ❖ Not to be avoided at all cost – sometimes labour disputes, disciplinary action and lawsuit are unavoidable if integrity and company policy is to be upheld

6E.2 Procedures

- ❖ For verbal/written warning
 - a. record “formal” verbal warnings
 - b. state the reasons clearly
 - c. allow explanation from the employee’s record
 - d. explain what will happen next if the desired changes are not achieved
- ❖ For major disciplinary action
 - a. management states reason in writing
 - b. employee invited to a hearing and decision informed
 - c. appeal on a further hearing and final decision communicated