

Employee Conduct and Discipline Manual

1. Purpose

This manual establishes guidelines for employee conduct and describes the disciplinary procedures to address workplace misconduct, ensuring a fair and consistent approach across the organization.

2. Scope

These policies apply to all employees of [Company Name], including full-time, part-time, and temporary staff.

3. Standards of Conduct

- Maintain professionalism and integrity at all times.
- Respect fellow employees, management, and clients.
- Adhere to all company policies and procedures.
- Protect company property and confidential information.
- Report any witnessed misconduct or policy violations.

4. Examples of Misconduct

- Repeated lateness or unauthorized absences
- Insubordination or refusal to follow instructions
- Harassment, discrimination, or bullying
- Theft, fraud, or misuse of company resources
- Violation of safety rules
- Unauthorized disclosure of confidential information

5. Disciplinary Procedures

1. **Verbal Warning:** For minor offenses, the supervisor will discuss the issue with the employee and agree on improvements.
2. **Written Warning:** Continued or serious misconduct results in a written notice, placed in the employee's file.
3. **Final Written Warning:** Further violations may lead to a final warning and a clear statement of consequences for non-compliance.
4. **Termination:** Ongoing or gross misconduct may result in immediate termination of employment.

Disciplinary action may bypass steps at management's discretion depending on the severity of the misconduct.

6. Employee Rights

- Right to be informed of allegations and disciplinary actions
- Right to respond to allegations
- Right to appeal decisions as outlined in the Appeals Policy

7. Confidentiality

All disciplinary processes will be handled with discretion and respect for employee privacy.

Important Notes

- This manual is a guideline and does not constitute a contract of employment.
- Procedures may vary depending on local laws and organizational policies.
- Employees are encouraged to seek clarification from HR on any aspect of this document.
- Management reserves the right to revise the manual as necessary.