



DISCIPLINARY POLICY & PROCEDURES

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Haines Business Systems Ltd
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DISCIPLINARY POLICY & PROCEDURES

Introduction

The company expects all members of staff to meet high standards of behaviour at all times. It is therefore important that all members of staff understand their obligations and rights regarding this aspect of their employment.

This document sets out the general standards of conduct expected of all employees (see section 2), identifies the circumstances in which disciplinary action may be taken and explains the sanctions that are available to managers.

This procedure will apply where an employee's conduct is considered to be unsatisfactory. This procedure shall apply, without exception, to everyone employed by this company.

Breaches of discipline should be handled constructively and disciplinary decisions should be taken in a consistent, fair and reasonable manner. The aim should always be to encourage improvements in individual conduct.

Issues related to an individual's job performance or sickness record should normally be dealt with under the company's performance review system.

When the procedure refers to management, they shall be deemed to be the [chief executive], or another officer nominated by the [chief executive]. Where appropriate, this shall include the principal owner of the business, or chairman of the board.

General Policy

General Standards of Conduct

It is important that all employees are clear about the ...