

# [NAME OF COMPANY] MEMORANDUM DISCIPLINARY RULES AND PROCEDURE

## To All [NAME OF COMPANY] Personnel

By issuing this memorandum of Disciplinary Rules and Procedure, [NAME OF COMPANY] wishes to encourage improvement in individual performance by all employees, and to ensure that all personnel understand the requirements and parameters of appropriate workplace conduct and the expectations that the Company has of its staff. This memorandum sets out the disciplinary action which will be taken when company rules are breached.

To fully understand the importance of this memorandum, it is important for employees to keep in mind the following:

1. The list of rules set out in this memorandum is not to be regarded as an exhaustive list.
2. The disciplinary procedure is designed to establish the facts quickly and to deal with issues in a consistent manner. No disciplinary action will be taken until the matter has been fully investigated.
3. At every stage of the procedure, the employee will have the opportunity to state his/her case and to be accompanied by a fellow employee of their choice at all hearings.
4. In cases where the Company is contemplating dismissal for disciplinary or non-disciplinary grounds, statutory dispute resolution procedures will be adopted. If the Company is contemplating taking disciplinary action other than a warning, statutory dispute resolution procedures will also be adopted.
5. Only a \_\_\_\_\_ [*i.e. department head, supervisor, etc.*] has the right to suspend or dismiss an employee. However, the employee's immediate supervisor has the authority to give a verbal or written warning.
6. An employee has the right to appeal any disciplinary decision.

## Rules of Conduct

Breaches of the Company's rules of conduct which can lead to disciplinary action are:

- (a) failure to observe a reasonable order or instruction;
- (b) failure to observe a health and safety requirement;
- (c) absence from work without proper cause;
- (d) inadequate time keeping;
- (e) theft or unauthorised removal or use of Company property;

THIS IS A 3-PAGE DOCUMENT.