

Discipline Policy & Procedures Toolkit

This Toolkit contains information, forms, factsheets and resources to assist you with your *Discipline Policy & Procedures*.

Regulation & Policy

• Discipline Policy & Procedures Guide

Guide Includes Sample Forms

- Employee Acknowledgement of / Response to Disciplinary Warning
- Termination / Discharge Verification Form
- Decision Making Leave Worksheet
- Employee Response to Decision-Making Leave

Posters, Forms & Fact Sheets

- Personnel Action Form
- Pre-Termination Checklist
- Termination Checklist

Additional Guidance & Research

• What is Progressive Discipline?