

Description

Having rules for behavior in the workplace helps improve morale, security, and productivity. This training outline provides you with an organized approach to instructing your supervisors about how to implement your organization's disciplinary action policy. Because all organizations have different needs and different policies, you should customize the content to include workplace-specific information.

Objectives

After your training program, the trainees should be able to:

- Demonstrate an understanding of your organization's disciplinary action policy.
- Explain the benefits of having work rules.
- Outline how to investigate reports of work rule violations.
- Recognize situations that require disciplinary actions.
- Demonstrate an ability to follow procedures to administer the facility's disciplinary action policy.

Audience

Since supervisors are often responsible for ensuring that employees comply with the company's work rules, they will need to have a solid understanding of the company's disciplinary action policy.

Requirements

There is no regulation that outlines specific disciplinary action policy requirements, but employers may want to review how 29 CFR Part 801 — Application of the Employee Polygraph Protection Act of 1988 may be relevant when the employer is investigating an employee's alleged involvement in a case involving theft or other business loss.