



# Workplace Discipline

## Cheat Sheet

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### What is Workplace Discipline?

Workplace discipline refers to the procedures, policies, and practices that an organization implements to ensure that its employees adhere to the expected standards and codes of conduct.



- ❖ **Set Clear Expectations:** Outline performance and behavior standards.
- ❖ **Ensure Consistency:** Apply rules equally to all employees.
- ❖ **Encourage Accountability:** Promote responsibility for actions.
- ❖ **Offer Guidance:** Provide understanding of workplace rules.

### Forms of Workplace Discipline

Workplace discipline can take various forms, depending on the organizational culture and industry.

- 1. Self-Discipline:** Inner ability to stay focused, even when chilling with favorite series.
- 2. Organizational Discipline:** Everyone in the company plays by the rules and work together.

**Examples:**

**Dress Code:** Policy that defines the acceptable attire at the workplace, ensuring professionalism and equality.



**Time Management:** Rules regarding punctuality and working hours to maintain productivity.



**Ethical Guidelines:** Policies that prevent conflicts of interest, bribery, or unethical practices.



### Identify Legal Frameworks

Legal frameworks are the backbone of a company's workplace discipline policy. Let's identify them:

- ✱ **Labor Laws:** Cover minimum wage, overtime, child labor, breaks.
- ✱ **Health & Safety:** Ensure proper equipment, training, injury reporting.
- ✱ **Anti-Discrimination:** Guard against bias in race, gender, age, religion.
- ✱ **Privacy Protection:** Safeguard personal information at work.

### Establishing Discipline Procedures

#### Create Clear Guidelines

- ✓ Be specific.
- ✓ Involve the team.
- ✓ Provide enough information without overloading.
- ✓ Once the guidelines are crafted, communicate clearly & lead by example.



#### Implement a Code of Conduct

- ✓ Identify the core values.
- ✓ Involve team to draft the code.
- ✓ Ensure everyone understands its significance and compliance.



#### Choose a Disciplinary Committee

- ✓ Select right members and include different roles.
- ✓ Seek ethical champions and consider experience.



#### Role of Disciplinary Committee

**Investigate Issues:** Act promptly on misconduct reports.

**Fair Judgment:** Make unbiased decisions.

**Enforce Penalties:** Administer appropriate sanctions for violations.

**Protect Privacy:** Maintain confidentiality to protect all involved.

### Handle Minor Offenses

#### Address Tardiness

- ☐ Encourage on time travel.
- ☐ Clearly communicate work hours, meeting times.
- ☐ Give written warning if tardiness continues.

#### Respond to Work Mistakes

- ☐ Learn from mistakes, investigate to fix error.
- ☐ Offer training to employees to teach proper use of tools.
- ☐ Address intentional mistakes using disciplinary procedures.

#### Communicate About Minor Misconduct

- ☐ Talk privately and give concrete examples of misconduct.
- ☐ Escalate to HR or management if its recurring.



## Deal With Major Offenses

### Investigate Fraud or Theft

Look for sudden changes in financial reports or employee's lifestyle, missing funds, or mysterious expenses.



Gather concrete evidence by conducting interviews of the witnesses. Keep it confidential. Consult with legal professionals for the best action.

### Respond to Harassment

Whether bad comments, humiliation, aggressive behavior, unwanted messages, or cyberstalking, speak up.



Document the incident. Seek professional assistance.

### Handle Substance Abuse

Observe behavioral changes, attendance, or performance.



Develop substance abuse policy. Intervene and have a confidential conversation. Offer information on where to seek help.

## Assess and Revise Policies

Policies form the backbone of any organization. Knowing when to take a second look is essential.

### How to Assess Policies?

Here's a structured approach to assess the policies:

- Pinpoint what needs change.
- Collect feedback, analyze data, and compare with industry standards.
- Check the pros and cons of the existing policy.

Once the assessment phase is complete, it's time to make revisions.

### Strategies to Revise Policies



- Involve Stakeholders and those affected by the changes.
- Create a new draft with the necessary changes.
- Encourage stakeholders to review and provide input.
- Make final tweaks, approve, and inform all parties.

## Disciplinary Actions and Appeals

### Apply Appropriate Penalties

- Know your company policies and clarify the penalty reason.
- Evaluate infraction severity and frequency.
- Select fitting responses, from verbal warnings to serious actions.
- Document infractions, penalties, and discussions securely.
- Consult HR/supervisors for guidance on penalties and avoid bias in treatment.

### Provide a Right to Appeal

- Educate on appeal rights and procedures.
- Document an easy-to-follow, accessible process.
- Use unbiased reviewers for appeals.
- Respond quickly, keep appellants updated.

### Document All Actions

- Record action details, reasons, and involved parties immediately for accuracy.
- **Use documentation tools:** Asana, Trello for task tracking/project management, SharePoint for organized storage/document management, Evernote, OneNote for quick captures/notetaking.

## Reinforcing Positive Behavior

### Reward Good Conduct

**Verbal Praise:** A simple "well done" can mean a lot.

**Certificates or Awards:** Something tangible that the employee can keep.

**Monetary Bonuses:** Cash rewards or gift vouchers.

**Extra Time Off:** An additional day off or a longer lunch break.



### Maintain Open Communication

**Listen Actively:** Focus on what others are saying, ask clarifying questions, and show that you care.

**Encourage Feedback:** Create opportunities for others to share their thoughts and opinions.

**Use Clear Language:** Avoid jargon and ensure that messages are easily understood.

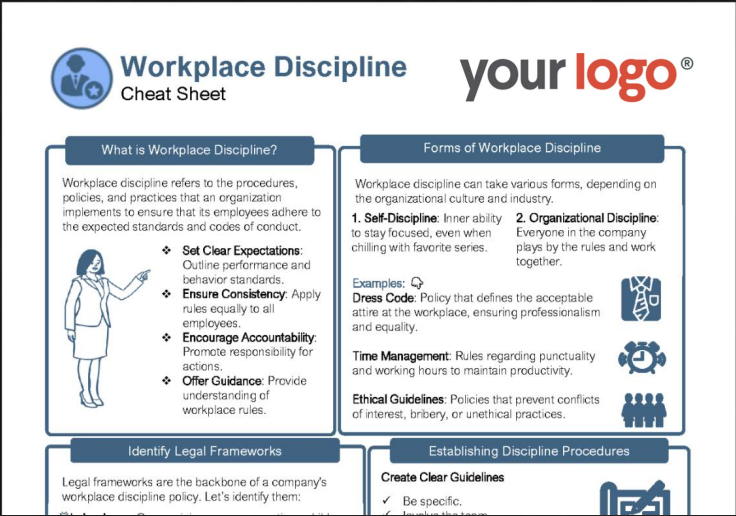
**Leverage Technology:** Utilize tools like email, video conferencing, and collaboration platforms.



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Technology

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- Software Applications

Career Development

- Career
- Higher Education
- Job Hunting

Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

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- Diversity
- U.S. Citizenship

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