Discussion 5 Kory

**Examine your company’s policy on testing of personnel. Does it meet the requirements of a sound policy? Discuss one or two strengths (or weaknesses).**

**How would you ensure that your company disciplines its employees fairly?**

Every company should have a discipline policy. It should be stated clearly for every associate when they are employed so they know how it works. This will guarantee employees to understand what could happen if a disciple action needed to be performed. The managers should also thoroughly explain the process when the verbal warning is given so the employee understands what could happen if they continue the behavior.

From my experience, I have not seen a lawsuit or heard of one in my part of the company, but that doesn’t mean someone hasn’t tried. I did previously have an employee who thought threatening me was a good idea after her write up. That’s when I contacted HR about the behavior.

My current organization has something similar to many other retail organizations. They give the employees 3 strikes before termination is discussed. The first strike is a verbal warning to the employee about what had happened. The second strike is a written warning that just goes into the employee’s file and not to HR. The third strike is given as an official write up. The manager issuing it must sign, the employee must sign, and it needs to be sent to the DM and to HR. This written right up stays with the employee for a year. If you have excessive written right ups then HR, your manager and DM will determine if you should stay with the company. When being terminated from the company, the DM or the SM will go over why the company has decided that they no longer wish for your employment. This person will need to fully understand why they are being fired before leaving the building. In previous cases, we have had employees walk out before signing their form and taking their things and immediately leaving.