ANSWER THESE QUESTIONS PRIOR TO HOLDING A DISCIPLINARY MEETING

1. Did the employee know the policy or standard involved?
2. Did the employee know what constituted a violation?
3. Has the policy been enforced in the past?
4. Does clear objective evidence show the employee committed the violation?
5. Has the employee violated the policy before?
6. Has the employee had a history of violating policy?
7. Have other employees received similar discipline for the same offenses?
8. Does the disciplinary action reflect any bias against the employee?
9. Is the disciplinary action appropriate for the offense?

ANSWER THESE QUESTIONS DURING A DISCIPLINARY MEETING

1. Does the employee understand the violation, its seriousness, and its impact?
2. Has the employee had a chance to explain the situation from his/her side? Did I listen and keep an open mind?
3. Were there any circumstances beyond the employee’s control that affected this situation?
4. Is there objective evidence that the employee committed the violation?
5. Has the discussion remained calm, avoiding accusations?
6. Is the focus on correction (the behavior), not blame (the person)?)
7. Does the discipline match the level of the policy violation?
8. Has the employee offered suggestions for corrective action?
9. Is there an agreed-on plan for corrective action?
10. Is there a timetable included in the performance improvement plan?