



Disciplinary/Counseling Process Document for Managers

Corrective Action Plan

This form can be completed for all the following types of actions: Coaching, Verbal Warning, Written Warning, Suspension, Final Warning, and Termination.

- When should the correction action form be completed?
 - The form should be completed any time there is a concern that needs to be officially addressed.
 - This serves as a way to advise the employee of specific concern(s) and how the employee needs to correct the issue moving forward.
 - Once completed, including a signature from the employee and the supervisor/manager, please return it to HR to be filed in the employee's file.
 - If an employee refuses to sign any corrective action form, please have them indicate in the employee comments that they do not acknowledge the concerns being addressed and have them sign within that box.
 - HR will decide on the next steps based on the situation and concerns.

- **Action Taken:** What type of action should be completed and at what times?
 - Coaching -
 - This approach is used when there are performance or behavior issues that need to be addressed before they escalate into a more serious problem.
 - This action allows the manager to provide support and guide an employee to improve their skills, performance, or behavior positively and proactively.
 - Coaching involves structured conversations, goal setting, action planning, and regular feedback. If coaching does not improve performance or behavior issues, move to a verbal warning.
 - This step does not require any signature or submission to HR as this could be ongoing documentation if additional steps are needed.

 - Verbal Warning –
 - This next step is completed when the concerns are easily correctable, and this is the first time this concern has been brought to the employee's attention.
 - This action allows the manager to verbally express their concerns regarding the employee's performance or incident with the employee themselves.
 - This allows the employee to correct the concern and notify them of the next step if the concern is not corrected.
 - If the employee does not improve after a verbal warning is given, move to the next step, a written warning.



- Written Warning –
 - When the concerns previously addressed with the employee have not shown improvement, proceed with the written warning.
 - This action allows for the manager and HR to come up with a corrective action plan whether it be meeting with the manager weekly or requiring pieces of training to improve the concern.
 - The corrective action plan will vary depending on the situation.
 - The corrective action plan and written warning hold the employee accountable for the ongoing concerns and the corrections needed.
 - If the employee does not improve with the written warning, a final warning must be given.
 - After this form has been completed and signed by the employee and supervisor/manager please send this form along with an outline of the concern(s) being addressed to HR at hr@innwavemarketing.com.

- Final Warning –
 - This action is completed when this is the last warning the employee will be getting before, they are terminated due to ongoing concerns.
 - This allows one last chance for the employee to correct the addressed concerns. The current corrective action plan may continue, be eliminated, or maybe modified based on the situation.
 - HR must be consulted prior to being addressed with the employee.
 - If the employee does not improve after the final warning, suspension or termination would be the next step(s).

- Termination –
 - This course of action is taken when the concerns are deemed uncorrectable, or if the employee has been given sufficient time and opportunity to address the issues but has failed to do so.
 - This applies to various situations, including business considerations, performance-related issues, and violations of company policy.
 - HR must be notified immediately if the manager feels termination is the next step as HR will review all backup and data to ensure the termination is just.
 - HR must be notified immediately if the manager believes that termination is the next step. HR will then review all supporting documentation and data to ensure this review process complies with legal requirements and aligns with company policies. It also helps to prevent potential legal disputes and ensures that the termination process is handled fairly and consistently.