

Written Warning

GUIDE

Prerequisites

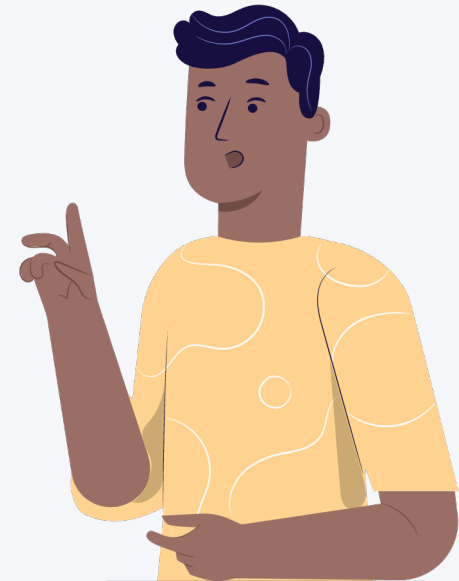
Any disciplinary process usually starts with a verbal warning. Although this is not a mandatory legal step, it is advised in any work environment to warn employees verbally first before following up with a written warning.

Tip

Always consult with your legal team to ensure that the company is being compliant with local legislation.

A few points on verbal warnings

- Sometimes, employees are given up to three verbal warnings before receiving a written warning. Review your organization's internal policies to make sure the correct procedure is being followed consistently in all cases. Consult with your legal team to ensure the company is being compliant with local legislation.
- Verbal warnings can be given orally or by email. Emails are not legal and, therefore, cannot be considered as written warnings.
- Verbal warnings must be recorded in writing by the manager.



Best Practices

Company misconduct policies should be clear, accessible, and compliant with local legislation. Below are some best practices to keep in mind when approaching a written warning.



Make sure that employees know their **rights**.



Guarantee **easy access** to your organization's disciplinary policy.



Establish a **clear, safe process** for reporting employee misconduct.



Document incidents and processes clearly to handle investigations effectively.



Make sure that the **context** of the offense has been explained to the employee.



Use the same terminology, documentation, and disciplinary actions **consistently**.



Ensure that everything is **documented** and **kept on record**.



State the **specific reason** the employee is being warned; describe it in detail.



Consult with your **legal team** and guarantee that **local legislation** is being followed.



Educate employees on company policies so they know what behavior is expected of them.



Be **consistent** to ensure the disciplinary process is successfully implemented.



Only mention **topics** related to the employee's wrongful behavior, **next steps**, and any **disciplinary action**.

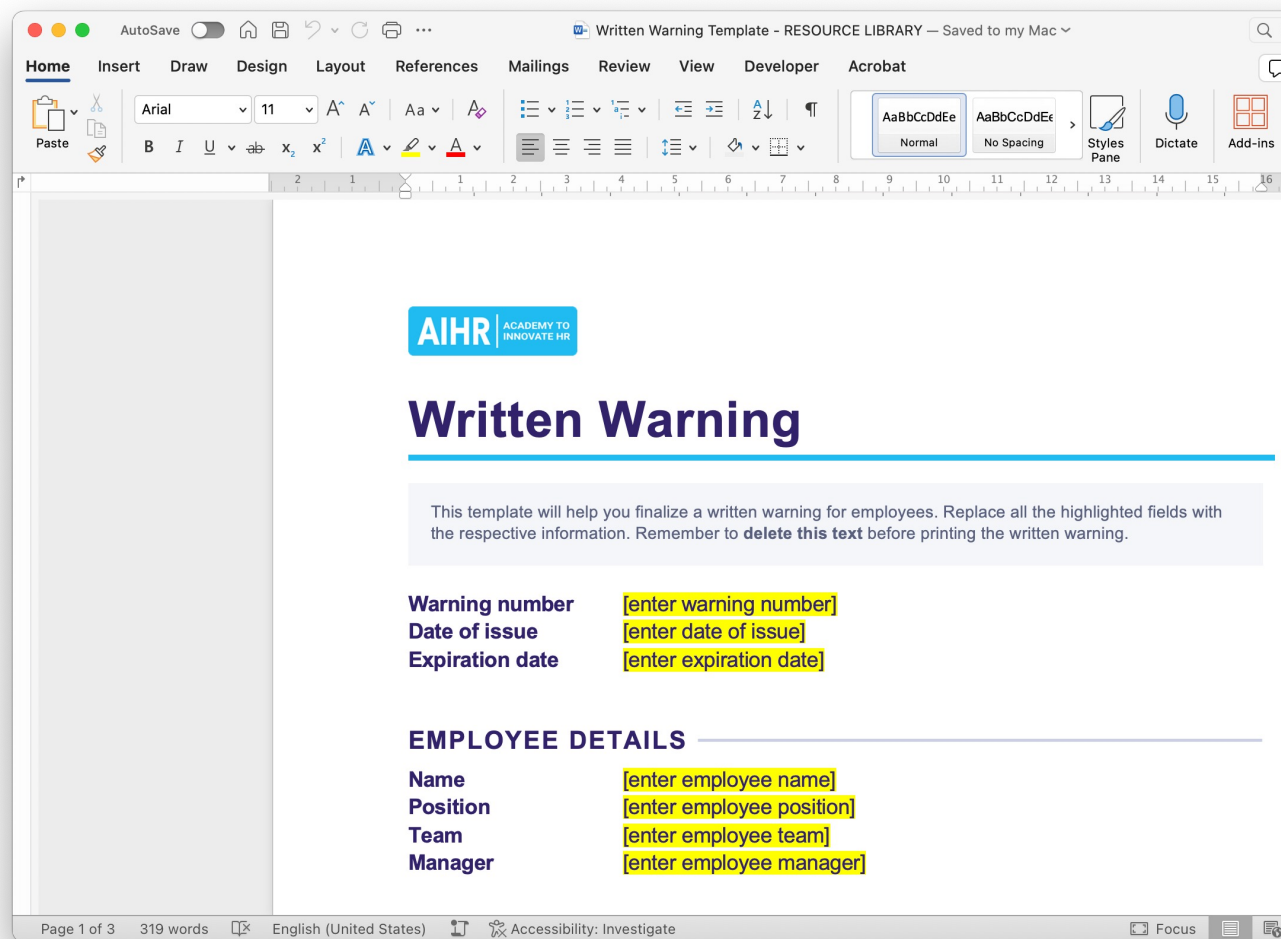
Written Warning Template

INSTRUCTIONS

- 1 Save a new copy of the template to your computer.
- 2 Complete the warning with all the required information.
- 3 Print the warning. The employee, the manager, and the HR business partner must sign the written warning.
- 4 Make a copy of the signed written warning and give it to the employee.
- 5 File the original signed copy appropriately.

Tip

Use this template as a guide and starting point. Always consult your legal team to ensure local legislation is being observed.



Download the Written
Warning Template

