



**SALOPEK
& ASSOCIATES**

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE

Corrective Action Guide Sample

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Corrective Action

Salopek & Associates believes that employees strive to do a good job; however, situations can occur where corrective action is necessary. All employees are expected to comply with the policies and standards established by Salopek & Associates. Where this does not occur, the Company goal is to resolve minor problems before they become major with an approach that is constructive and positive. The process that is generally followed is:

1. **Verbal reminder** and informed discussion
2. **Written reminder** which will go in the employee's personnel file
3. **Decision-making leave** where the employee is sent home, with pay, for one day to decide whether to meet Company standards or resign or **suspension**, in response to, or while investigating, certain serious infractions (depending on the infraction, a decision-making leave or suspension may not be used)
4. **Termination**

Follow your HR Policy & Procedure Manual: Corrective Action Policy and execute accordingly, keeping the following in mind:

- Analyze or find out what may be preventing the employee from not meeting expectations
- Don't rely on rumors or hearsay...check things out
- Remember to document, even for verbal warnings using the Salopek & Associates Employee Disciplinary Memo (Appendix A)
- Giving a verbal or written warning requires you to:



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ABOUT SALOPEK & ASSOCIATES LTD.

Salopek & Associates Ltd. is a team of human resource and business consultants specializing in strategy, human resources and board governance. We are available on an on-call basis to help you attract, retain and develop the right people and to put effective processes in place that will grow your business.

Each Associate on our team has more than 15 years of experience. In addition, our Specialists have advanced human resource and business designations. We own our own businesses and know the challenges related to running a successful business. Salopek & Associates understands the importance of attracting, retaining and developing good people. Our consulting team is on-call 24/7 and available when you need us. We are just a phone call or email away.