

# Human Resources Policies and Procedures Manual

COUNSELING PROGRAM

POLICY NO.

## **PURPOSE:**

This policy and procedure is established to provide guidelines for the administration of a counseling program at XYZ to correct and improve work behavior. **However, the company reserves the right to discharge associates, under certain circumstances, without counseling before discharge.**

## **POLICY:**

It will be the philosophy of the company to administer a consistent counseling program for all associates in compliance with company policies and procedures. **The company reserves the right to modify or rescind this policy at any time without prior notice to an associate. All associates are employed at will and the company or associate may separate employment with or without cause, with or without notice.**

## **RESPONSIBILITY:**

It will be the responsibility of all managerial levels of the Company to ensure compliance with company policies and procedures by administering corrective counseling when appropriate.

## **PROCEDURE INDEX:**

Definition of Progressive Counseling

Levels of Corrective Counseling:

    Informal Reprimand (Verbal)

    Formal Reprimand (Written)

    Suspension

    Involuntary Termination (Discharge)

Required Management Reviews for Suspension/Termination.

General Rules for Application of Corrective Counseling

Counseling Statement Completion and Distribution

Company Standards of Conduct

Required Posting

Policy Administration and Interpretation

Appendix

A. Standards of Conduct      B. Counseling Statement