

### Fact-sheet – How to record disciplinary actions?



#### What is the objective?

**Why should the factory record disciplinary actions?** Recording disciplinary actions, as defined in the disciplinary procedure, helps ensure the procedure in place is upheld. Moreover, when disciplinary actions are recorded, it helps define the next action for each worker who could repeatedly violate the factory's policies. Recording disciplinary actions helps the factory, in case of disputes and it shows evidence of its internal procedures, which has been approved by local authority.



#### How to achieve the objective?

**Step 1:** Define, in the disciplinary procedure, **the person in charge of recording** the disciplinary actions, this is generally a member of the Human Resources department.

**Step 2:** Define, in the disciplinary procedure, who is authorized to access the records and how to ensure **confidentiality**.

**Step 3:** The record(s) should contain:

- **Workers' identification information:** full name, worker's ID, position in the factory;
- **Date of violation:** When the policy's violation occurred;
- **Manager in charge:** management staff in charge of the worker at the date of violation;
- **Nature of the violation:** Description of the situation;
- **Disciplinary action:** Description of the disciplinary measure;
- **Date of disciplinary measure:** When the disciplinary has been decided and communicated to the worker;
- **Comment:** Any additional information that could help understanding the context.



#### Common non-compliances

- No record(s) ;
- Incomplete record(s) ;
- Lack of confidentiality.



#### Good practices

- Codification of the nature of violations and disciplinary measures, this could help the factory assessing its practices;
- Include in the Human Resources report, data related to disciplinary measures. This could help prevent excessive measures, discrimination and inconsistencies in the implementation of the procedure(s).