

Ten “Well-Accepted Standards” for Discipline

SkillBrief

1. The employer should enjoy reasonable discretionary powers to prescribe rules of conduct.
2. The employer should publicize these rules either by direct publication or by consistent enforcement.
3. The employer should apply his/her disciplinary policies “seriously and without discrimination.”
4. The employer should regard discipline as corrective - not punitive.
5. The employer should avoid arbitrary or hasty action when confronted with a situation.
6. The employer should evaluate each situation in light of the employee’s disciplinary record.
7. The employer should tailor the punishment to fit the crime.
8. All employees must be judged by the same standards, and the rules must apply equally to all. This does not mean, however, that the same penalty always must be given for the same offense.
9. The pattern of enforcement should be consistent, whether the employer disciplines on a case-by-case basis or follows rules or regulations.
10. Even though two employees are involved in the same act of misconduct, the same penalty need not be meted out to each. Such things as prior disciplinary records may be considered.