

SOP: Consequences and Disciplinary Actions for Perpetrators

This SOP details the **consequences and disciplinary actions for perpetrators**, outlining the procedures for addressing violations of company policies, including the types of disciplinary measures that may be enforced, escalation processes, documentation requirements, and the rights of the accused. The purpose is to ensure consistent, fair, and transparent handling of misconduct to maintain workplace discipline and uphold organizational standards.

1. Scope

This SOP applies to all employees, contractors, and personnel associated with [Company Name].

2. Definitions

- **Perpetrator:** Any individual found to have committed a violation of company policy.
- **Disciplinary Action:** Corrective measures applied in response to policy violations.

3. Procedure for Addressing Violations

1. **Incident Reporting:** All alleged violations must be reported to HR or an authorized supervisor.
2. **Preliminary Review:** An initial assessment will determine if there is basis for a formal investigation.
3. **Formal Investigation:** HR conducts a comprehensive investigation, ensuring all parties are heard.
4. **Findings & Documentation:** All evidence, statements, and outcomes must be documented and securely stored.
5. **Decision:** HR determines disciplinary action according to company policy and the severity of the violation.
6. **Notification:** Both the perpetrator and the complainant are notified of the outcome and actions taken.

4. Types of Disciplinary Measures

Level	Description	Examples
Verbal Warning	Informal notice of misconduct, with expected corrective actions.	Tardiness, Minor breaches
Written Warning	Official written notice explaining the violation and consequences of repeat offenses.	Repeated minor infractions, first significant offense
Suspension	Temporary removal from duties, with or without pay.	Serious misconduct, pending investigation results
Demotion	Reduction in job position, responsibilities, or salary.	Persistent or significant violations
Termination	Immediate separation from the company.	Gross misconduct, criminal acts

5. Escalation Process

1. Initial assessment by supervisor/manager.
2. Referral to HR for investigation.
3. Escalation to executive management for severe cases or if legal action is required.
4. Involvement of external authorities as necessary.

6. Documentation Requirements

- Maintain written records of reports, investigations, decisions, and actions taken.
- Secure storage of all documentation for a minimum of [X] years.
- Access limited to authorized personnel only.

7. Rights of the Accused

- Right to be informed of allegations.
- Right to respond to accusations and present evidence.
- Right to fair and unbiased investigation.
- Right to representation, where applicable.
- Right to appeal disciplinary actions as outlined in company policy.

8. Review and Revision

This SOP is reviewed annually and updated as necessary to reflect changes in laws, regulations, or company policies.