

Disciplinary Action & Termination Procedures

Clear disciplinary and termination procedures make sure that a company's standards of conduct and performance at work are followed. This training provides factories with a built in method to understand, monitor and address human resource challenges.



Course Content

- ◆ Types of employment contracts
- ◆ Types of misconduct and supporting documents
- ◆ Policy and procedures for termination

Learning Objectives

- ◆ Understand the different types of employment contracts
- ◆ Describe what an employment contract should include regarding termination
- ◆ Define misconduct and the appropriate and legal disciplinary procedures
- ◆ Understand the policy and procedures for termination

Benefits

- ◆ Ensures factories comply with the law, avoid penalties and meet buyer requirements
- ◆ Fewer work stoppages, strikes and other disturbances
- ◆ Reduced absenteeism and improved worker retention



Participants

Union representatives,
Managers, Supervisors
& Workers



Class Size

25 per class



Venue

BFC Office or Factory



Duration

1 day, 08:30 - 16:30



International
Labour
Organization



IFC International
Finance Corporation
WORLD BANK GROUP

Registration

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