

# Workplace Discipline Policy – AI-Generated Example

Below is a policy generated by ChatGPT. Business Law WA has undertaken a brief Employment Contracts and HR Document Review highlighting some of the key risks for employers relying on AI-generated policies.



Chamber of Commerce  
and Industry WA  
Business Law WA

## Workplace Discipline Policy

Company XYZ

### 1. Purpose

This policy outlines the company's approach to addressing performance issues, misconduct, and violations of workplace rules. The goal is to promote fairness, accountability, and a positive work environment.

### 2. Scope

Applies to all employees, including full-time, part-time, temporary staff, and contractors.

### 3. Guiding Principles

Discipline will be fair, consistent, and based on facts.

- Employees will be given an opportunity to respond to concerns.
- The level of discipline will reflect the nature and severity of the issue.
- All disciplinary actions will be documented.

### 4. Types of Misconduct

Examples include, but are not limited to:

- Poor performance or failure to meet job expectations
- Violation of company policies or safety rules
- Insubordination, disrespectful behaviour, or harassment
- Attendance issues or repeated lateness
- Theft, fraud, or gross misconduct

### 5. Progressive Discipline

When appropriate, the company may use a progressive discipline process, which may include:

1. **Verbal Warning** – Supervisor discusses the issue and expectations.
2. **Written Warning** – Formal documentation of the issue and required improvement.
3. **Final Warning** – Notice that further issues may result in termination.
4. **Termination** – Employment may be ended if behaviour or performance does not improve or if serious misconduct occurs.

The company reserves the right to bypass steps when misconduct is severe.

### 6. Employee Improvement Plans

Employees may be placed on a performance improvement plan (PIP) that outlines specific expectations, timeframes, and support available to help them improve.

### 7. Immediate Termination

Serious misconduct such as violence, threats, severe safety violations, harassment, theft, or illegal activity may result in immediate dismissal.

### 8. Confidentiality

All disciplinary matters will be handled confidentially and shared only with those who need to know.

### 9. Employee Rights

Employees may request clarification, provide additional information, or appeal disciplinary decisions through HR. They may also have a support person present in formal meetings if desired.

### 10. Acknowledgment

Employees must acknowledge that they have read, understood, and agree to follow this policy.

Term not defined

\* Should be distinguished from "employees" to avoid risk under other legislation. Including this detail here exposes the Company to risk!

not defined

Inconsistent wording. Is it 'concerns' or 'issues'?

Term isn't defined, and wording isn't relevant to legislation in Australia

Terms have not been defined!

Wording not relevant to legislation in Australia

– How is this defined?  
– Wording should be consistent to legislation in Australia

\* Lack of clarity on processes and procedures

Who are these and for what reasons?

Term is not defined

What do they have to do?