

Disciplinary Action Checklist

- **Obtain all the facts.** *Consider just the facts, not the emotions*
- **Document the Facts.** *Concisely and precisely, use 5 W's and Indian Greeting Sign (Who, What, Why, When, Where & How.)*
- **Determine if there is written policy.** *Obtain a copy of it.*
- **Question** *whether the rule is fair, applies and that it is enforceable.*
- **Review past experience.** *For this type of situation, make sure you're being fair and consistent.*
- **Remain unemotional and impartial.** *Get rid of your anger (but don't give it to someone else.)*
- **Follow problem-solving process.** *(Remember, define the problem, consider solutions, implement, and follow up).*