CATHOLIC DIOCESE OF DALLAS

Corrective Action Notice

Date:

○ Verbal (Oral Directive) ◉ Written ○ Final Written

Employee name:	Location Name:	Department:
Job Title:	Date of Hire:	Supervisor:

Observation(s): Event or incident and supporting details.

On [DATE(S)] you made the following comments:"[EXAMPLE COMMENT]""[EXAMPLE COMMENT]". These comments were in the presence of multiple employees, caused conflict in the workplace, and negatively impacted morale. These comments fail to represent the standards for catholic employees, discredit our organization, are contrary to our core values, are unprofessional in nature, and are detrimental to our work culture.

Policy Violation(s): Insert Number/Name of policy infraction(s).

CSO Policy 4101 Standards for Catholic School Employees: Employees therefore are expected to conduct themselves in word, action, and example in a manner consistent with the academic, social, moral, and religious teaching of the Catholic Church.

CSO Policy 4501 Code of Conduct: It is the responsibility of every school to act in an honest and forthright manner in all workplace concerns; treat all people, ... with respect and conduct oneself in an ethical manner consistent with the teachings and principles of the Catholic Church. If an individual's behavior interferes with the orderly and efficient operation of the school or reflects negatively on the school or the Diocese of Dallas or the Catholic Church, corrective disciplinary actions will be implemented up to and including termination.

Plan for Improvement: How the employee and supervisor will act to improve the situation and adhere to standards.

Disrespect, gossip, and backbiting will not be tolerated. Treat all people with respect at all times. You are solely responsible for your actions and comments. Employees are encouraged to address concerns directly and respectfully when appropriate. If direct resolution is not appropriate or is unsuccessful, concerns should be raised through the supervisory process described in Policy 1214. Open, honest communication with peer employees is a sign of respect and an expectation of all catholic school employees.

Please note: Corrective Action indicates that improvement must begin immediately and must be maintained. Failure to improve may result in progressive corrective action, up to and including termination. Follow-up date: (if applicable) _____

As your Manager, I am available to discuss any issues or concerns you may have as a result of this occurrence. Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

Employee: _____ Date: _____

Manager: _____ Date: _____