



# Employment Practices Action Plan

Organization Name: \_\_\_\_\_ Plan Date: \_\_\_\_\_

- We currently perform annual performance reviews on all staff, including part time and seasonal employees.
  
- We have a personnel policy that includes the following: a progressive discipline policy which gives an overview of steps taken to remediate performance concerns and a gross misconduct policy which gives an overview of actions that qualify for immediate termination.

- OR -

ACTION	GOAL DATE	COMPLETION
Implement Annual Performance Review Process by performing annual performance reviews on all staff.		
Update personnel policy with progressive discipline policy and gross misconduct policy.		
Train employees and supervisors on updated policy and distribute updated handbook or policy for employees to sign and place in personnel file.		

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_