



## Conduct Redirection Plan

Employee Name: \_\_\_\_\_

Expectations of your role, (EMPLOYEE POSITION), include consistently displaying acceptable workplace behavior.

Hilltop's Employee Conduct policy (page [ ] of the employee handbook) outlines that certain conduct is considered unacceptable. This conduct includes:

- (LIST THE BULLET POINT OF UNACCEPTABLE CONDUCT FROM EMPLOYEE HANDBOOK)

On (DATE), your conduct did not meet the expectation of displaying acceptable workplace behavior. This was displayed through (BRIEFLY RECAP THE SITUATION).

To assist you in meeting the expectation of displaying acceptable workplace behavior, the following plan has been developed between you and your supervisor, (SUPERVISOR NAME).

How do we get there? *(Discuss strategies and resources employee may need to meet expectations, document these in this box as the discussion is occurring.)*

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For the next [ ] days, we'll work more closely together to help you succeed in the areas we discussed. Please note although we're committed to helping you be as successful as possible, this plan is not intended as an employment contract and doesn't guarantee continued employment.

Additional Comments:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (if applicable)

\_\_\_\_\_  
Date



## Conduct Redirection Plan

Employee Name: \_\_\_\_\_

Date of follow up	Employee & Supervisor notes on plan progress & completion

*After completion, the plan and progress notes will be uploaded into your employee file.*

Date of Completion: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_