

Dismissal Checklist	Yes	No
Is the reason for dismissal work-related?		
Is there a policy or management order which sets standards of performance and behaviour?		
Did the employee have knowledge of the policy and consequences?		
Can you show that the policies were communicated to employees, preferably in writing, and personally acknowledged by the employee?		
Has progressive discipline been employed and reasonable steps taken to correct the problem?		
Was the investigation of the infraction done fairly and impartially?		
Is there evidence or proof of the employee's wrongdoing? (performance appraisals, record of discipline, witnesses to wrongdoing)		
Has the business applied its policies uniformly to all employees?		
Did the employee have written notice that such an offense would result in dismissal?		

To use this form, please print and fill out manually.