



# DOs and DON'Ts



**DON'T...**hire new applicants without completely describing the positions for which they have applied, and showing them the workplace.

**DO...**provide job descriptions with pertinent responsibilities and, preferably, have new employees sign that they recognize and accept them.



**DON'T...**neglect making all company policies, rules and regulations known to new (and old) employees.

**DO...**insure, by all employees signing such, that they have "read and understood" all company policies, and "have had their questions answered."



**DON'T...**forego warning an employee for violating a company policy, or any other misconduct reason.

**DO...**make certain the employee is made aware of the specific violation, preferably in writing, and is told, "further violations may lead to discharge."



**DON'T...**"lay off" an employee who is in violation of company rules or regulations. "Layoff" is only applicable to a lack-of-work situation.

**DO...**either warn, or if need be, discharge the employee.



**DON'T...**in a fit of anger, discharge any employee.

**DO...**stop, assess the situation, and if warranted, draw the employee aside and carry out the discharge, preferably with a witness present.



**DON'T...**choose unnecessary terminology to save feelings, or debate other points with employees, once the decision has been made to terminate their services.

**DO...**state the precipitating reason for the discharge and refrain from further discussion. Stick to the misconduct issue.