

## Leading With Clarity

### Start Here Guide

#### Welcome

This system gives managers a clear, consistent way to handle employee discipline, from the first conversation through termination. It removes guesswork and replaces it with structured, defensible actions.

#### What This System Helps You Do:

- Document issues clearly and objectively
- Address performance or conduct concerns with confidence
- Handle difficult conversations professionally
- Reduce risk through consistent documentation
- Take action without second-guessing

#### Manager Quick Guide

Use the tools based on your situation, not all at once.

### The Clarity Discipline System™

How to Use This System

<i>Situation</i>	<i>Use This Tool</i>
<i>Document a conversation</i>	<i>Conversation Record</i>
<i>Issue a write-up</i>	<i>Corrective Action Form</i>
<i>Escalate an issue</i>	<i>Final Warning</i>
<i>End employment</i>	<i>Termination Templates</i>
<i>Not sure what to do</i>	<i>Decision Worksheet</i>
<i>Need to investigate</i>	<i>Investigation Template</i>

#### Pick From Two Versions

Manager vs HR/Compliance Version

Manager Version: Designed for speed and clarity. Use for most day-to-day situations.

HR/Compliance Version: More detailed and structured. Use for higher-risk or complex situations.

#### Core Framework

Facts → Policy → Impact → Expectation → Record

*A clear, consistent system for handling employee issues, from first conversation to termination.*

