



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

Maintaining Discipline in the Defense Commissary Agency

DP 500-18
January 19, 2012

Human Resources
OPR: DeCA/BEHL

Reference: DP 500-18, "Maintaining Discipline in the Defense Commissary Agency," November 20, 2009 (hereby superseded)

1. PURPOSE. This policy communicates management's philosophy for maintaining discipline within the Defense Commissary Agency (DeCA).

2. POLICY.

a. Each employee at every level in the Agency is a contributing member of a team that provides the commissary benefit to qualified patrons. As such, each employee is responsible for conducting himself/herself in a professional manner, with integrity and commitment to doing the right thing, in the right way, every time.

b. All employees are expected to perform their assigned duties conscientiously, conduct themselves properly, respect authority of those in charge, and comply with all applicable standards of conduct.

c. Any employee who fails to meet the stated expectations will be subject to appropriate disciplinary action.

d. Discipline shall be for cause, taken in a timely manner, serve to correct unacceptable behavior, and be based upon legitimate nondiscriminatory business reasons.

e. Discipline may become progressively more severe for recurrence of unacceptable behavior.

f. Supervisors and managers shall administer the Agency's disciplinary program in compliance with this policy, and other applicable rules and regulations.

g. In executing this policy, employees will be afforded all appropriate contractual, statutory, and regulatory rights.

3. RESPONSIBILITY.

- a. Employees shall perform their assigned duties conscientiously, conduct themselves properly, respect the authority of those in charge, and comply with all applicable standards of conduct.
- b. Supervisors/managers shall ensure employees carry out their assigned duties, maintain order in the workplace, and, when necessary, take appropriate disciplinary action in a timely and constructive manner.
- c. The Human Resources Directorate shall provide assistance to supervisors and managers in carrying out disciplinary actions.
- d. The Office of General Counsel shall provide legal advice to supervisors and third party representation, as appropriate.

4. EFFECTIVE DATE. This Policy is effective immediately.



Joseph H. Jau
Director