1. **Reasonable Rule or Order:**

Was the company’s rule or managerial order reasonably

related to (a) the orderly, efficient, and safe

operation of the company’s business and (b) the performance

that the company might properly expect of the

employee?

1. **Notice:**

Did the company give to the employee forewarning or

foreknowledge of the possible or probable disciplinary

consequences of the employee’s conduct?

1. **Investigation:**

Did the company, before administering discipline to an

employee, make an effort to discover whether the employee

did in fact violate or disobey a rule or order of

management?

1. **Fair Investigation:**

Was the company’s investigation conducted fairly and

objectively?

1. **Proof:**

At the investigation did the “judge” obtain substantial

evidence or proof that the employee was guilty as charged?

1. **Equal Treatment:**

Has the company applied its rules, orders, and penalties

even-handedly and without discrimination to all

employees?

1. **Penalty:**

Was the degree of discipline administered by the company

in a particular case reasonably related to (a) the seriousness

of the employee’s proven offense and (b) the record of the

employee in his service with the company?