**PERFORMANCE & CONDUCT MANAGEMENT POLICY AND PROCEDURE**

A. Policy

[insert operator / trading name] (“us” / “our” / “we”) is committed to ensuring all employees understand and maintain our expectations with respect to their performance and conduct.

This policy applies to all our employees protected from unfair dismissal under the Fair Work Act.

B. Performance & Conduct

Poor performance is where an employee displays insufficient effort, neglect or a failure to meet expected operating procedures such as adherence to timetable etc.

Unacceptable conduct is where an employee breaches our values, policies, standards of behaviour or any other lawful and reasonable direction of ours.

C. Process

* + - 1. Notification – we will seek to provide an employee with 24 hours’ notice of a formal disciplinary meeting to discuss the employee’s alleged poor performance or unacceptable conduct. This notice may be shortened in the event of urgent issues. An employee may also be suspended on pay at our discretion while these processes take place.
      2. Disciplinary meeting – we will seek to provide an employee at the meeting with the details of our concerns and give them an opportunity to respond. The employee may arrange a support person to come with them to this meeting.
      3. Consideration – our consideration period may involve confidential additional investigation of other witnesses/evidence. Any employees involved in those processes may also arrange a support person to attend with them.
      4. Outcome – types of disciplinary action depend on particular circumstances, including the employee’s personal and family circumstances balanced against the necessary trust and confidence in you as an ongoing employee. Outcomes may be:
         1. counselling or verbal warnings;
         2. written warnings (including final written warnings); or
         3. dismissal (including without prior warning in the event of serious misconduct).

D. Confidentiality

Employees involved in this process are expected to keep all discussions and matters confidential.

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|  | **Issue Date:** |
| Author: | **Review Date:** |