

# UNSATISFACTORY WORK PERFORMANCE / CONDUCT PROCEDURES

It is important that all team members have a clear understanding of the consistent process for all employees regarding Unsatisfactory Work Performance and Misconduct.

Conditions leading to action pursuant to this policy include the following:

- Inefficiency or negligence in the performance of the specified duties of the position held; or
- Misbehaviour or misconduct which includes committing acts which impede the carrying out of the employee's work, or that of colleagues, or failure to comply with a reasonable instruction from a team member on authority; or
- Action which is prejudicial to the health or safety or other employees; or
- Breach of Skills Alliance's policies or procedures.
- Conduct causing harm to the relationship between the organisation and its clients or stakeholders.
- Dishonest or unethical behaviour.

Consistent with the requirements of the *Fair Work Act 2009*, your employer has developed the following disciplinary procedures for unsatisfactory work performance:

- Stage 1 – Training and counselling of the employee concerned through discussion with their Manager.
- Stage 2 – First written warning in the event the agreed actions / measures have not been achieved.
- Stage 3 – Second and final written warning in the event the agreed actions / measures have not been achieved.
- Stage 4 – Termination of employment in the event the agreed actions / measures have not been achieved.

Throughout all stages the employee may be represented by an individual or organisation of their choosing.

Employees are guaranteed that all information will be treated with the strictest confidence.