**Discipline Policy**

Any employee of this company displaying poor performance and/or unsatisfactory conduct may be terminated in the event of continued poor performance and/or unsatisfactory conduct. Any decision taken to terminate an employees performance is taken very seriously by the company and will only occur in the event that only undertaken following the discipline procedures set out below have been followed:-

**1. Counselling**

For any breach of company policy or unsatisfactory performance and/or conduct a counseling session will take place where the employee is advised of the company’s concerns. The employee will be given an opportunity to respond to the allegations of poor performance/conduct and an agreement reached between the parties to rectify the problem/s.

The official counseling form will be placed on the employee personnel file.

**2. First Written Warning**

Where there has been a continuation of unsatisfactory performance and/or conduct as identified in the initial counseling session a meeting between management, the employee and witnesses will take place. The employee will be given the opportunity to respond to allegations of poor performance and/or conduct and an agreement reached between the parties to rectify the problem/s.

If it is decided as a result of the meeting that a first warning be issued, the employee will be asked to sign this document and this document will be placed on the employee personnel file.

**3. Final Warning**

If the unsatisfactory performance and/or conduct as identified in the initial counseling and first written warning a meeting will take place with the employee, management and witnesses to discuss these issues further. The employee will be given the opportunity to respond to allegations of poor performance and/or conduct and an agreement reached between the parties to rectify the problems.

If it is decided as a result of the meeting that a FINAL warning be issued this warning will indicate very clearly that failure to improve will result in termination.

This document will be placed on the employee personnel file.

**4. Summary Dismissal**

Notwithstanding, the abovementioned discipline process the company reserves its rights to summarily dismiss an employee for serious and willful misconduct.

Circumstances that might warrant summary dismissal include (but are not limited to):

* Theft;
* Assault;
* Refusal of duty – failing to carry out a lawful instruction;
* Illegal use of drugs and alcohol on the job and at work related functions;
* Breaches of legislation;
* Fraud (involving a customer, the company or supplier);
* Smoking in non-smoking area;
* Willing interfering with measures/equipment put in place for OH&S purposes;
* Willfully endangering others;
* Deliberate deceitful behaviour