

Discipline

Policy

Tony's Tuna International Pty Ltd is committed to ensuring that when disciplinary issues arise (including the possibility of termination of the employment contract) every employee is treated fairly and equitably, in accordance with industrial standards of natural justice and procedural fair play. Tony's Tuna **MUST ENFORCE** all safety measures and ensure adherence to company policy and procedure to maintain high standards of attendance, performance and work practices at all times. A company system of formal warnings has been implemented, which must be adhered to and if necessary result in termination of employment. If a Tony's Tuna Manager or Supervisor is aware of unacceptable behaviour and does not issue appropriate warnings, then in effect they are condoning the behaviour.

If an employee's performance in the area of health, safety and welfare and company policy is unacceptable, despite counselling by their supervisor and after a reasonable period of time for improvement has been allowed, further warnings will be issued. The exception, however, is in the case of serious and wilful misconduct by the employee, where instant dismissal may be justified.

Tony's Tuna believes that the counselling and discipline process is about changing inappropriate and unwanted behaviour and endeavouring to correct unsatisfactory work performance, to the satisfaction of both the employer and employee. The counselling and discipline process is designed to assist in dealing with work performance matters in a fair and consistent manner, ensuring that:

- > the relevant parties know exactly where they stand at any given time against the requirements of the position and conditions of employment;
- > the employee has been allowed the time and resources to respond, adjust and improve;
- > an agreed course of action, together with specific and clearly defined outcomes, has been determined; and
- > hasty, uninformed decisions are avoided.

Procedure

Whenever an employee is being disciplined under a formal warning system that employee will be given the opportunity to have an independent witness present during the disciplinary process.

Tony's Tuna disciplinary procedures contain a series of steps which will be followed prior to any termination of employment or other disciplinary action being implemented. However, each particular circumstance will determine what action is appropriate, including the number of warnings and the suitable review period for the employee to remedy their poor performance or behaviour.

Whilst the actual procedure to be used would depend upon the particular circumstances, the following is a guide to the Tony's Tuna warning procedure:

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- Verbal: General warning on the nature of the problem and the need for improvement (undertaken by Manager or Supervisor and noted in employee personnel file).
- 1st Written Warning: Specific warning of problems and the consequences of non-improvement (written, acknowledged and witnessed, copy in employee personnel file).
- 2nd Written Warning - Final warning on problems and specific warning that non-improvement will lead to dismissal (written, acknowledged and witnessed, copy in employee personnel file).
- 3rd and Final Written Warning - Final Notice in Writing with advice of Termination of Employment (copy given to employee and a copy filed in personnel file)

Management reserves the right based on the nature of the behaviour of the employee to issue a written warning, along with the initial verbal warning, and may reduce the required number of written warnings before termination.

When considering termination of employment based on safety or performance breaches the following will be considered:

- Was the misconduct serious &/ or wilful?
- Was retraining provided?
- Has the misconduct been condoned?

Authorising Officer: _____
General Manager

Date: ____/____/____