



## Performance and Misconduct Policy

This Performance and Misconduct Policy applies to all Employees of the business.

The objective of the policy is to establish procedures for managing employee performance/misconduct in a fair, consistent, and timely manner.

The requirement is for all staff to comply with Performance and Misconduct Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to establish guidelines and procedures for managing employee performance and misconduct in a fair, consistent, and timely manner. This policy aims to promote a positive work environment and ensure that all employees are aware of their rights and responsibilities in regard to performance and conduct in the workplace.

## Objective

The objectives of this policy are:

- To encourage high levels of performance and conduct from all employees.
- To provide a fair and consistent approach to managing performance and conduct issues.
- To ensure that all employees are aware of the expectations and standards of behaviour required in the workplace.
- To minimise the risk of disputes or legal action arising from performance or conduct issues.
- To support the personal and professional development of employees.

## Policy Requirements

All employees must adhere to the following requirements:

- All employees are expected to maintain a high level of performance and conduct at all times.
- Employees who are experiencing performance or conduct issues will be notified of these issues in writing by their manager.
- Employees will be given a reasonable opportunity to improve their performance or conduct and will be provided with the necessary support and training to do so.
- If an employee's performance or conduct does not improve, they may be subject to disciplinary action, up to and including termination of employment.
- Employees have the right to appeal any disciplinary action taken against them in accordance with the company's grievance procedure.
- All employees must comply with the company's code of conduct, which outlines the expectations and standards of behaviour required in the workplace.
- Any breach of this policy may result in disciplinary action, including termination of employment.

This policy applies to all employees of the business, including contractors and visitors. The business reserves the right to amend or update this policy at any time, and employees will be notified of any changes. Any questions or concerns regarding performance or conduct issues should be directed to management.

The Director is responsible for communicating the Performance and Misconduct Policy to all persons working for or on behalf of the organisation and making it available to interested parties.