



DISCIPLINARY ACTION AND DISMISSAL POLICY

AIM

Here at QSD we pride ourselves in having thorough job descriptions and an extensive training program for each employee. We hope this minimises the need to enforce this policy.

POLICY

STAGE ONE – the verbal warning

Stage one of the disciplinary action procedure is a verbal warning held in the form of a counselling meeting with the General Manager and the employee. An independent observer may be invited to this meeting. The conduct, capacity or performance allegations will be heard and the employee will be given the opportunity to respond. An agreed plan of action will be reached to improve performance standards or the appropriate conduct will be outlined. A written record will be made of this meeting and the employee will be asked to read and sign the record as correct. It will also state that if this behaviour persists it may result in termination of their employment. The employee will then be given a copy for their reference and a copy will be kept in their employee file. If there are no repeat occurrences the employee will be commended and their employment retained.

STAGE TWO – the written warning

The second stage of disciplinary action will be undertaken if the behaviour persists. This consists of a written warning outlining the behaviour or problems being encountered and possible solutions. It will also give a review date for the employees' conduct, capacity and performance.

STAGE THREE – the final warning

A further repeat of this conduct will result in a final warning. A counselling meeting of the same format as stage one, will occur giving a very clear message that if this behaviour persists the company will either terminate your employment or you will be demoted within the company. Records will be made from this meeting as in stage one. These records will be kept in your employee file for a period of two years.

INSTANT DISMISSAL

There are certain behaviours that will not be tolerated and may result in the instant termination of employment:

- theft of Company or Client products, workplace equipment
- assault of a co-worker or client
- abuse of a co-worker or client
- breaching the Companies or Clients confidentiality
- fraud
- intoxication at work
- behaviour which could jeopardise the health, safety or profitability of other employees, the company or the companies clients.
- wilful or deliberate behaviour inconsistent with your employment contract

Each incident of misconduct will be reviewed on its merits.

As with any allegation you will be advised of what the allegation is and will be given the opportunity to respond before a decision is reached.

Disciplinary Action and Dismissal Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.