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# COUNSELING & DISCIPLINARY PROCEDURES

## Disciplinary Procedure

The disciplinary procedure is designed to assist the company (Precision) in working with employees to resolve circumstances, which inhibit the ability of the company (Precision) and employees to achieve their goals and objectives. The primary objective of the procedure is to improve and maintain workplace and team relationships and assist the employee in reaching an expected standard of performance or conduct.

Subject to the circumstances of each individual matter, the disciplinary procedure is outlined below.

There are four levels of the disciplinary procedure:

- \* Counselling/Verbal Warning
- \* First Written Warning
- \* Final Written Warning
- \* Termination

The application of the procedure may vary according to individual circumstances. There may be instances where in the circumstances it would not be appropriate to observe the procedure strictly.

At all steps of the procedure the supervising/manager must organise the Human Resource (HR) Manager or relevant Senior Manager to be present. The employee must also be offered the opportunity to have a union delegate or other representative present at the disciplinary meeting.

At all steps, the company (Precision) must advise the employee of any unsatisfactory performance or conduct and detail the appropriate standard of performance or conduct. Previous counselling meetings may be referred to. The employee must be offered an opportunity to respond to the concerns and explain his/her behaviour and/or performance.



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# COUNSELLING & DISCIPLINARY PROCEDURES

On the basis of the matters discussed in the meeting at each step of the procedure, the company (Precision) will decide the most appropriate action to take, including to take no further action, provide counselling or other learning for the employee, issue a written warning, suspend the employee while further investigations are carried out, terminate the employment with notice, terminate the employment without notice or take some other action. The employee must be advised of the decision as soon as possible.

After any disciplinary meeting a written record must be made of the meeting detailing any specific statement of the expected performance or conduct standard of the employee, any explanation or significant comment offered by the employee and the review period and measures to be implemented during the review period.

## \* Counselling/Verbal Warning

Counselling will normally be in the form of a conversation between the employee and his/her immediate supervisor.

The objective of counselling is to assist the employee reach the expected standard of performance or conduct. During the counselling process the company (Precision) should ensure that the employee has been properly trained for the position, and, any genuine obstacles impeding the employee's ability to perform/carry out the inherent requirements of the position are removed.

On the basis of the matters discussed in this meeting, if the company (Precision) decides to issue a verbal warning, reasonable support must be given to the employee to assist in reaching and maintaining the standard. A review period must be provided to allow the supervisor/manager to monitor the employee's performance. It may be appropriate that measures be implemented during the review period to assist in monitoring the performance.



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## \* First Written Warning

A formal warning may be given where counselling has not been successful in improving or maintaining an employee's performance and/or conduct at expected standards, or, where an employee's unsatisfactory performance and/or conduct is sufficiently serious to warrant a warning.

A written warning may lead to termination of employment.

The written warning must detail the specific issues, expected improvements in performance and/or conduct and the consequences of not meeting expected standards in the future. The written warning should also detail a review period and measures to be implemented during the review period where appropriate (for example, further training). The employee should sign and acknowledge receipt of the warning.

## \* Final Written Warning

A final written warning may be issued by the Personnel Department and supervisor/manager when circumstances surrounding unsatisfactory performance and/or conduct are sufficiently serious. Certain circumstances may be considered so serious as to warrant proceeding directly to the final warning.

The final written warning must detail the specific issues, expected improvements in performance and/or conduct and the consequence of termination should the employee fail to meet the expected standards. The final written warning should also detail a review period and measures to be implemented during the review period where appropriate (for example, further training). The employee should sign and acknowledge receipt of the warning.



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## \* Termination

Termination of employment may occur due to:

The employee's performance and/or conduct has failed to meet the required standard, despite prior counselling and warnings;

Serious and wilful misconduct by the employee;

The company (Precision) making a decision that there is no reasonable alternative but to terminate the employment.

During the meeting to discuss potential termination of employment, the company (Precision) must detail the allegations of unsatisfactory performance and/or conduct or circumstances relating to serious and wilful misconduct. The employee must be clearly advised that termination of employment is being considered. The employee must be given an opportunity to respond to any allegations and the company (Precision) must give due consideration to such response.

Any termination must be confirmed with a termination letter signed by the Human Resources Manager or appropriate Senior Manager. The letter will include the reason for the termination.

Termination without notice may occur in circumstances of serious and wilful misconduct or where it is unreasonable for the company (Precision) to continue the employment during a notice period. In these circumstances, prior to the termination the company (Precision) may suspend the employee with pay in order to investigate the surrounding circumstances.