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To ensure that there are no misunderstandings when discipline is to be administered Community Connection Incorporated and the Employee shall adhere to the following procedure in each and every instance of discipline.

- At all stages of the disciplinary process the Employee shall have the right to have a person of his/her choice, present as a witness. Should Employees wish further assistance/advice, the Employee may request the presence of a person to act on his/her behalf, such a person may be a Union representative should the Employee be a member of that Union.
- Employees who exhibit unsatisfactory performance or behaviour shall be counselled to ensure that they understand the standards expected of them and will be offered assistance or training or guidance as deemed necessary in achieving those standards. The Employee shall be given notice either verbally or in writing of any disciplinary issue with appropriate opportunity to respond to any allegations before any action is taken.
- **The Disciplinary Procedure shall be the following:-**

**(i) Reprimand (Verbal Counselling)**

The Employee shall be told as soon as possible of any unsatisfactory performance or behaviour. A Coordinator will be designated to discuss the issue with the Employee and if required, will outline how the Employee may meet the standard required. Any assistance required by the Employee to meet the standard will be identified and provided where possible by Community Connection. The Employee will be given the opportunity to respond to any allegations. A review date may be set.

**(ii) Formal Warning (Written)**

Should the issue continue or occur again after the verbal reprimand, the issue/s will then be discussed at a special meeting with the Manager.

The Employee will be given notice to attend the special meeting and will have the right to respond to the allegations. The Employee will be given a formal warning in writing detailing the allegation of unsatisfactory performance or behaviour and the action required to meet the required standard. The Employee may request the presence of a support person or representative.

The aim of the meeting will be to resolve the issue/s and if required to identify the steps that need to be taken to improve to meet the standard. A review date may be set.

(iii) **Final Warning (Written)**

A third and final warning will be issued if the Employee has not taken action to meet the standard of performance or behaviour required. The Manager shall fully investigate the issue/s and in respect of any meeting for this purpose, the Employee will be given the opportunity to put his/her case forward in defence. A review date may be set.

Once an Employee has received the appropriate warnings, and has still not demonstrated an ability to correct the unsatisfactory performance or behaviour or does not demonstrate a willingness to improve, the Employee shall be requested to “show cause”, as to why the Employee’s employment should not be terminated. The Manager shall make a decision based on the evidence and shall either formally discipline the Employee or terminate the employment of the Employee in accordance with this Agreement.

- It is not intended in this procedure that Community Connection may only terminate an Employee for three instances of the same disciplinary matter. Termination may occur for three separate instances of any disciplinary matter where the Employee has indicated a lack of intention to adhere to the policies and procedures of Community Connection and has failed to meet the requirements of Community Connection after appropriate warning and/or counselling has taken place.

All actions taken will comply with the National Employment Standards.