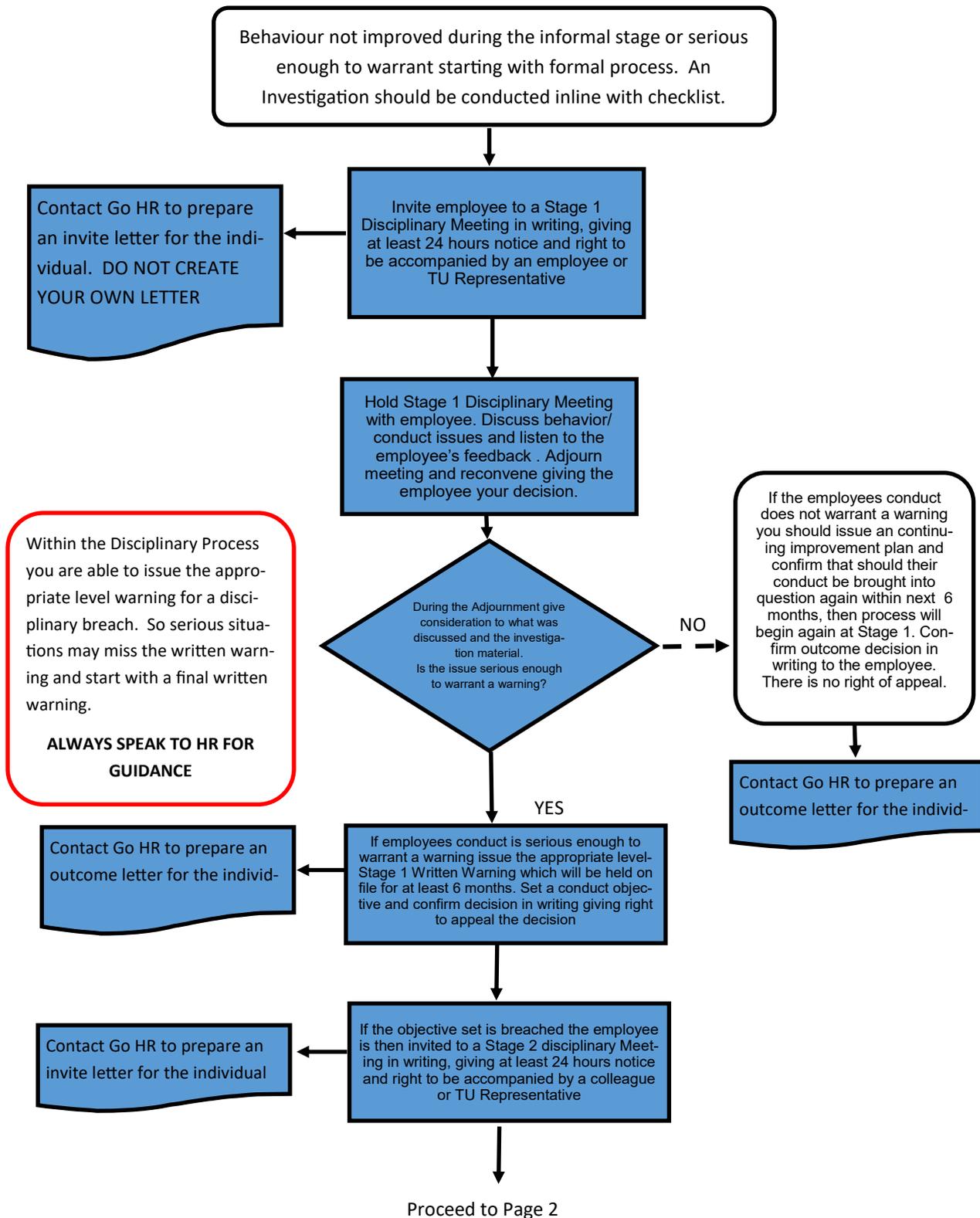


Managing Disciplinary Formal Process Flow Chart



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Hold Stage 2 Disciplinary Meeting with employee. Discuss behavior/Conduct and listen to the employee's feedback . Adjourn meeting and reconvene giving the employee your decision.

During the Adjournment give consideration to what was discussed and the investigation material.
Is the issue serious enough to warrant a warning?

No

If the employees conduct does not warrant a warning you should issue an continuing improvement plan and confirm that should their conduct be brought into question again within next 12 months, then process will begin again at Stage 2. Confirm outcome decision in writing to the employee.

Contact Go HR to prepare an outcome letter for the individ-

YES

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If employees conduct is not acceptable issue them with a Stage 2 Final Written Warning which will be held on file for 12 months. Set another conduct improvement and confirm decision in writing giving opportunity to appeal

Contact Go HR to prepare an invite letter for the individual

If the employee beaches the objective in the 'live' period, formally invite employee to a Stage 3 Capability Review Meeting in writing, giving at least 24 hours notice and right to be accompanied by an employee or TU Representative.

Hold Stage 3 Disciplinary Meeting with employee. Discuss the behavior/Conduct concern and listen to the employee's feedback. Adjourn meeting and reconvene giving the employee your decision.

During the Adjournment give consideration to what was discussed and the investigation material.
Is the issue serious enough to warrant a warning?

NO

If the employees conduct does not warrant a warning you should issue an continuing improvement plan and confirm that should their conduct be brought into question again within next 12 months, then process will begin again at Stage 3. Confirm outcome decision in writing to the employee.

Contact Go HR to prepare an outcome letter for the individ-

YES

Dismissal is a last option and any potential dismissal should be sanctioned by a Senior Manager or Director due to the potential risk to the Business.

Contact Go HR to prepare an outcome letter for the individ-

If employees conduct/behavior remains unacceptable then they should be dismissed, with notice and the decision confirmed in writing giving opportunity to appeal the decision