



DISCIPLINARY AND PERFORMANCE MANAGEMENT POLICY AND PROCEDURE

Purpose

This policy aims to confirm the Australian Bowhunters Association commitment to creating a positive, and productive environment where by employees, managers, volunteers and Executive Committee members operate effectively and behave in an appropriate and professional manner at all times, in accordance with the Association's (Company's) values and business practices.

The purpose of this policy is to ensure all employees, managers, volunteers and Executive Committee members subject to disciplinary action are treated fairly, equitably and consistently in line with the principles of procedural fairness, in respect to all aspects of unsatisfactory performance and behaviour management and disciplinary action.

This policy is also intended to ensure all individuals have a clear understanding of the disciplinary procedure associated with management of unsatisfactory performance and behavioural issues.

Scope

This policy and procedure applies to all Australian Bowhunters Association employees, managers, volunteers and Executive Committee members.

Overview

Disciplinary action, including summary dismissal may be taken as a result of but not limited to unsatisfactory performance, unacceptable conduct, serious misconduct or a consequence of serious misconduct.

Performance relates to an individual's capacity to effectively fulfil the requirements of their specified role. Behaviour or conduct relates to how an individual behaves whilst undertaking the requirements and duties associated with their role.

To operate effectively in any position, the individual must have the required knowledge, skills, abilities, experience and qualifications. In addition, the individual must be prepared to behave in an appropriate and professional manner and follow reasonable instructions at all times.

Procedure - Identification of Unsatisfactory Performance or Behaviour

Where unsatisfactory performance or behaviour is identified, a review meeting will be arranged between the manager / person of authority and the individual to discuss the issues relating to the individual's performance or conduct.

In addition to the individual's direct manager / person of authority, another management representative may be present at disciplinary meetings or an independent external representative. The individual shall be offered the option of a support person attending the meeting with them, however the support person must not be an advocate for the individual.

During an initial review meeting:

- the individual will be informed of the exact nature of the problem and examples will be given where possible;
- where performance is the issue, the individual should be informed of the criteria for measuring any improvements in performance;
- the individual should be asked whether he/she fully comprehends the nature of the problem and the recommended solution;
- the individual should be given the opportunity to respond to any allegations;
- the individual may be given a timeframe to consider their response and a subsequent meeting may be planned;
- the manager / person of authority should provide the individual details of how improvement should occur and provide the individual with the opportunity to provide input and suggestions.

The manager /person of authority will keep a written record of the meeting, noting the nature of the problem as explained to the individual; the individual's responses and other subsequent discussion.

- the Association will consider all responses and determine whether disciplinary action is to be taken.
- where no further action is to be taken as a result of the meeting and consideration of responses, a meeting will be held with the individual to inform as such.

Disciplinary Action

The disciplinary action taken will vary in each individual case, dependant on all of the circumstances, the individual's responses and whether the individual has received any prior counselling or warnings in relation to their performance or conduct.

In the event that the individual's conduct or performance deficiency is serious, as determined by the Association, a first warning may also constitute a final written warning or may warrant termination on notice (or summary dismissal), at the discretion of the Association.

If following consideration of the individual's responses, disciplinary action is deemed appropriate, a subsequent meeting should then be held by the manager / person of authority with the individual. A representative of senior management will also be present at disciplinary meetings or an external representative. The individual shall be offered the option of a support person attending the meeting with them however; the support person must not be an advocate for the individual.

During the meeting:

- the individual should be informed of the outcome of the initial discussion including why their performance/conduct was unsatisfactory, any deficiencies in their responses and what disciplinary action is to be taken (e.g. including but not limited to a first written warning or subsequent warning or dismissal) ; and
- The manager / person of authority should schedule a reasonable time frame within which to review the individual's conduct or performance. Where the disciplinary action is in relation to poor performance, a Performance Improvement Plan (PIP), including expectations and a review period will be implemented. The review period should be suitable to the position or nature of the tasks the individual is required to perform.
- the individual should be informed where there is insufficient improvement in their conduct or performance, they may be subject to further disciplinary proceedings which may result in termination of their employment / engagement; and
- the individual will be issued with formal notification of the appropriate action (which may include but is not limited to a verbal warning, first written warning, second written warning, first and final warning letter)
- The manager / person of authority will keep a written record of the meeting, noting the nature of the problem as explained to the individual; the individual's responses; the expected improvements and timeframe; and other subsequent discussions. A copy of the record (or file note) is to be kept in the individual's personnel file.

- In the case of dismissal, the above procedure should be followed however the review period is not relevant. Termination of employment / engagement shall be confirmed in writing.

Further Disciplinary Action

Where there is evidence of work performance or conduct not improving to the level of expectations or deteriorating, the manager / person of authority may proceed with further disciplinary action. The procedure outlined above should be followed in such circumstances. Further disciplinary action may include but is not limited to subsequent warnings or dismissal / termination of employment / engagement.

Note; under no circumstances should an individual be terminated or instantly dismissed without prior consultation with the relevant Manager and the National President.

Australian Bowhunters Association may amend and vary this policy from time to time.

Related Documents

Australian Bowhunters Association Executive Committee Code of Conduct
Australian Bowhunters Association Code of Conduct
Australian Bowhunters Association Social Media Policy
Australian Bowhunters Association Computer, Email and Internet Usage Policy
Australian Bowhunters Association Equal Opportunity and Prevention of Workplace Harassment and Bullying Policy
Australian Bowhunters Association Confidentiality Policy
Australian Bowhunters Association Drug and Alcohol Policy
Australian Bowhunters Association Grievance and Complaints Policy and Procedure
Australian Bowhunters Association Constitution

Date Effective

March 2018

Next Review Date

March 2019 or in the event of Legislative change