

## **Hockey MD Pty Limited Policy for Disciplinary Action**

*For the purpose of this document, “staff” refers to all Hockey MD Pty Limited staff, volunteers and contractors.*

### **1. RATIONALE AND PURPOSE**

Our **Disciplinary Action** company policy explains how we address our staffs' misconduct or inadequate performance. Staff must be aware of the consequences of their actions. We use this policy to outline our disciplinary procedure.

### **2. SCOPE OF THE POLICY**

This policy applies to all our staff.

#### **Policy elements**

The stages that may be followed when discipline is deemed necessary include the following:

1. Verbal warning
2. Corrective Actions/Counselling
3. Official written reprimand
4. Disciplinary meeting with appropriate director
5. Final written warning
6. Indefinite suspension or demotion
7. Termination

The nature of the offense must be explained to the staff member from the beginning of the procedure. The verbal warning may take the form of a simple oral reprimand but also a full discussion if that is necessary.

The staff member must read and sign the written reprimand and final written warning. These documents include the time limit in which a staff member must correct their conduct before we take further disciplinary action.

The following scenarios indicate where the disciplinary procedure starts depending on the violation:

**Performance issues.** Disciplinary procedure starts at stage 1. It includes but is not limited to:

- Failure to meet performance objectives.
- Attendance issues.
- Failure to meet deadlines.

**Misdemeanours/One-time minor offense.** Disciplinary procedure starts at stage 1. It includes but is not limited to:

- Rude behaviour to customers or partners.
- On-the-job minor mistakes.
- Breach of dress code/open door policy etc.
- Involuntary Discrimination.

**Misconduct/Frequent offender.** Disciplinary procedure starts at stage 5. It includes but is not limited to:

- Lack of response to counselling and corrective actions.
- Lost temper in front of customers or partners.
- On-the-job major mistakes.
- Unwillingness to follow health and safety standards.

**Severe offensive behaviour/Felony.** Disciplinary procedure starts at stage 6. It includes but is not limited to:

- Corruption/ Bribery.
- Breach of employment agreement.
- Harassment/ Voluntary discrimination.
- Workplace Violence
- Embezzlement/Fraud.
- Substance abuse

Directors may choose to repeat stages of our disciplinary procedure as appropriate. This decision depends on staffs' reaction to our disciplinary procedure, whether they repent their behaviour and the nature of their offense.

Our disciplinary procedure begins when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, directors must investigate the matter first.

Directors should document every stage of our disciplinary procedure (except the verbal warning.) If appropriate, include necessary information like evidence, testimonies and staff's progress or improvement.