

**GPI: Disciplinary Procedure**

Procedure: 001

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Signed: .....  
For the Policy Review Committee

## GPI Disciplinary Procedure

GPI recognises the importance in having a standard Disciplinary Procedure for all GPI employees.

The GPI disciplinary procedure is fair and ensures that all employees will be treated without discrimination.

The GPI Code of Conduct gives examples of misconduct and serious misconduct.

### **Misconduct.**

There are three phases to the disciplinary process:

- Formal verbal warning
- Written warning
- Dismissal

These are the procedures to follow:

Set up a meeting with the employee to discuss disciplinary concerns.

- The employee should be given written notice of the meeting in advance, along with a general explanation of the reason for the meeting.
- It may be appropriate to ask the employee to stand down on pay, while the investigation of the circumstances is undertaken.
- While the initial meeting should be dealt with at a relatively low level to avoid escalating matters unnecessarily, the employee will be advised that they can bring a support person with them if they so desire.
- Another senior GPI representative will be present as a witness at the meeting.

The First meeting – Formal verbal warning

- If the employee has chosen to have a support person present, this should be noted. At the first meeting, the employee must be clearly informed as to what the unacceptable conduct is, why it is unacceptable and the expected standard of conduct.
- The employee must then have a proper opportunity to respond to the concerns of GPI representative and explain any reasons for the alleged performance inadequacies .
- The GPI representative must listen to the employee's explanation and give it due consideration.
- The GPI representative will then outline the expectations and/or appropriate conduct to the employee and set reasonable targets for improving performance, as well as a time period in which those targets are to be met.
- The discussion should be recorded in a meeting note which clearly outlines the reasons for dissatisfaction and requirements for improvement, and the employee should be provided with a copy.
- A date for the next review should be set and the employee's performance should be monitored carefully during this time. Where possible, the employee's progress should be documented.
- The GPI representative will also provide the employee with any reasonable assistance they need to meet the requested targets, which may involve further training or support.

Subsequent to the interview process, the GPI representative will undertake such steps it considers appropriate to assist the employee to address their inappropriate behaviour or inadequate performance. Depending on the seriousness of the employee's conduct, these steps may include:

- Written clarification of duties
- Provision of training and/or mentoring
- Demotion

#### Second meeting – Written warning

- The GPI representative should advise the employee in advance of the reasons for the meeting, and then repeat the process that was followed in the first meeting.
- If performance expectations still have not been reached, the employee should be advised of this, and a further time limit for reaching these targets should be set.
- At this point the employee should be made aware that his or her employment may be in jeopardy if their performance does not improve.
- The employee will be given a written warning during this meeting, explaining how the employee's behaviour is deemed to be unsatisfactory, together with a requirement to improve performance.
- The warning should make it clear that if targets are not met, then disciplinary action, possibly including dismissal, may result.

#### Dismissal

- If the employee is still not meeting the outlined requirements or expectations after a reasonable period of time as documented in the process with the employee, the GPI representative will be able to justifiably dismiss the employee.
- The GPI representative will need to be able to show that the dismissal was the action of a fair and reasonable employer in all of the circumstances at the time.
- Before a final decision is made, the employee should be advised of the proposal to dismiss and given an opportunity to comment.
- If the employee provides an explanation, or asks that the employer take any external factors into account, the employer is required to do so before making a final decision. If the employer decides that dismissal is appropriate, dismissal should be on notice.
- GPI employees may be dismissed without prior verbal or written warnings in cases of serious misconduct.

#### **Serious misconduct.**

GPI employees found to have engaged in serious misconduct may be dismissed without notice or prior verbal or written warnings.

A copy of this document must be kept in the employees file