

# BREAKAWAY EARTHMOVING

## RESOLUTION OF ISSUES AND DISCIPLINE POLICY

A disciplinary procedure is the means by which rules and procedures are observed and standards are maintained in the workplace. It provides the opportunity to improve performance by training, positive direction and instructions. It ensures that the procedures, standards and rules of work are fully understood and consistently applied while treating all employees equal.

Disciplinary procedures apply disciplinary action in a fair and reasonable manner having regard for all the circumstances of any particular situation. This ensures compliance with the industrial legislation in the event of the termination of employment.

The procedure also allows for the resolution of disputes on matters of safety and health that are not resolved in safety meetings.

**The Types of action that may lead to the initiation of the disciplinary procedure include:-**

- Unauthorised absence;
- Failure to observe safety rules;
- Failure to provide a safe work environment;
- Abusive or threatening language;
- Poor work performance;
- Sleeping on the job;
- Poor work ethic i.e. slow, lack of interest or responsibility or continual absenteeism without Doctor's Certificate or valid reason;
- Failure to co-operate with employer in workplace drug and alcohol testing program;
- Dishonesty;
- Deception or fraud;
- Consuming alcohol in the workplace or under the influence of alcohol or drugs whilst at work;
- Stealing;
- Deliberate damage to company property;
- Misconduct (e.g. fighting).

### Stages of Disciplinary Actions

- Verbal Warning
- Formal Notice of Verbal Warning.
- Written Warning.
- Termination



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