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## **Counselling and Discipline Policy**

### **Policy overview**

K1 Payroll Pty Ltd has implemented a Counselling and Discipline Policy. The policy takes effect immediately.

### **What is the policy?**

The Counselling and Discipline Policy sets out the guidelines for dealing with performance or behavioural issues in the workplace.

### **What do I need to do?**

You need to carefully read through the Counselling and Discipline Policy to make yourself familiar with the contents of the policy.

Employees are expected to adhere to the Counselling and Discipline Policy. Failure to comply with the policy may lead to disciplinary action which may lead to termination of employment.

### **Policy and further information**

To the extent that the contents of the Counselling and Discipline Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy which is detailed below.

## **Counselling and Discipline Policy**

### **Process**

K1 Payroll Pty Ltd may, at its discretion, take some or all of the steps below when faced with performance or behavioural issues:

- Informal counselling
- Formal disciplinary procedure

- Disciplinary action
- Verbal and written warnings;
- Performance improvement plans; and
- Dismissal.

### **Informal counselling**

Informal counselling is appropriate to prevent minor incidents from becoming major incidents and/or allow Supervisors to identify the first indication of poor performance prior to it escalating into a critical performance issue.

When conducting an informal counselling session, K1 Payroll Pty Ltd aims to:

- Ensure that the meeting is held in a non-confrontational environment;
- Ensure that the performance issue, evidence highlighting the performance issue(s), and the period of the performance issue(s) are clearly stated and understood by the employee;
- Ensure that the employee has a reasonable opportunity to respond to the issue(s) identified by K1 Payroll Pty Ltd;
- Reiterate our required performance and behavioural standards, and gain a verbal commitment from the employee that they understand and will continue to meet our performance and behavioural standards;
- Agree with the employee on tangible performance and behavioural measures, attaching a realistic timeframe for review;
- Inform the employee that further instances of similar performance and/or behaviours will lead to a formal assessment of their continuing employment and may result in disciplinary action being taken; and
- Keep a log of the counselling session details in a diary or the employee's file.
- Ensure any issues or concerns are addressed promptly and respectfully

### **Formal disciplinary procedure**

Failure by employees to meet the performance and/or behaviour standards will result in K1 Payroll Pty Ltd initiating the formal disciplinary procedure. The objective of the formal disciplinary procedure is to:

- Put our concerns regarding the employee's poor performance or misconduct to the employee;
- Provide the employee with an opportunity to respond to those concerns;
- Consider the employee's response and decide whether the alleged poor performance or unacceptable behaviour concerns are substantiated;
- If the alleged poor performance or unacceptable behaviour is substantiated:
  - A first and final written warning may be issued (and for poor performance a performance improvement plan implemented);
  - Summary dismissal may result (e.g: gross incompetence/wilful neglect, or serious misconduct).

### **Performance improvement plan (for poor performance) – see above**

The objective of a performance improvement plan is to improve the employee's performance by setting goals and closely monitoring on-going performance:

- Develop and record a realistic action plan to improve the employee's performance;
- Develop and record realistic measures to the action plan that will effectively evaluate the employee's performance;
- Communicate with the employee and record the consequences that the employee will face if the agreed action plan measures are not achieved and performance does not meet the required standards;
- Set a timetable for review (preferably not more than 4 weeks). K1 Payroll Pty Ltd aims to ensure that the timetable gives the employee a reasonable opportunity to meet the action plan requirements;
- Issue the employee with a written warning if appropriate;
- Monitor and review performance according to the timetable;
- At the end of the review period, decide whether to:
  - Allow the employee to resume working in the normal way;
  - Extend the performance improvement plan; or
  - Dismiss the employee (with or without notice).

## **Disciplinary action**

Disciplinary action may include:

- Verbal Warnings;
- Written Warnings;
- Dismissal on notice;
- Dismissal with pay instead of notice; or
- Dismissal without notice (serious misconduct).

Dismissal must always be accompanied by a letter setting out the grounds for the dismissal and the amount of notice or pay instead of notice provided (if any).