

P05 – DISCIPLINARY POLICY

Hobart Food Equipment expects all **workers** to observe and follow policies and procedures associated with the adequate fulfilment of the role for which they are employed.

Hobart Food Equipment expects all **workers** to observe and follow the policies and procedures outlined in Hobart Food Equipment's Work Health and Safety Management System (WHSMS). It is our goal to create a fair working environment for all **workers**.

Should any **worker** act with disregard to any relevant policies or procedures, it may become necessary to take disciplinary action.

Breach Procedure

Where a breach has occurred, and disciplinary action becomes necessary the following procedures will take place:

1. Discussion and Verbal Warning
 - a. A verbal conversation will occur where the **worker** and their immediate Manager/Supervisor will discuss the events/incidents
 - b. Recommendations for improvements, together with an action or training plan, with timelines, where appropriate, will be discussed
2. Written Warning and Discussion
 - a. If there is no significant improvement in performance as agreed in Stage 1, or another incident takes place, the **worker** will be issued a written warning
 - b. The **worker** has the right to discuss the written warning, and comment in writing. If there is a wish to discuss the matter, the conversation may take place in the presence of an impartial staff member
 - c. Documents related to the matter will be placed on the **worker's** personnel file
3. Termination Notice and Termination
 - a. A termination notice will be issued to the **worker** upon repeated failure to correct their behaviour
 - b. The employment contract for the **worker** will be terminated
 - c. Documents of reason and action taken will be placed on the **worker's** personnel file



Where considered appropriate and helpful to the **worker**, the **worker** may have someone of their preference present in disciplinary process meetings as a support person. This support person may be another **worker**.

Serious Breach

If a serious breach of Safety occurs, or a **worker** is guilty of serious misconduct, management reserves the right to terminate employment immediately in accordance with the current Fair Work Act.

A handwritten signature in black ink that reads "D. Glasow". The signature is written in a cursive style and is positioned above a horizontal line.

Daniel Glasow, GM Australia & New Zealand
Hobart Food Equipment
April 2020