

Disciplinary Policy

Purpose:

The purpose of this disciplinary policy is to provide guidelines for addressing and resolving employee conduct or performance issues in a fair and consistent manner.

Scope:

This policy applies to all employees of Duncan Hire Ltd including full-time, part-time, temporary, and contract workers.

Principles:

Fairness: All disciplinary actions will be administered fairly and without bias.

Consistency: Disciplinary actions will be applied consistently across all employees and situations.

Communication: Employees will be informed of company policies, expectations, and potential consequences.

Due Process: Employees will be given an opportunity to respond to allegations and provide their perspective before disciplinary action is taken.

Progressive Discipline: Discipline will generally follow a progressive approach, starting with minor interventions and escalating as necessary.

Types of Misconduct:

- Attendance and Punctuality
- Performance Issues
- Violation of Company Policies
- Misconduct (e.g., insubordination, harassment, theft)
- Safety Violations

Disciplinary Procedure:

Informal Counselling:

Minor infractions may be addressed through informal discussions between the employee and their supervisor. The goal is to provide feedback and guidance to correct behaviour.

Verbal Warning:

If informal counselling does not resolve the issue, a verbal warning may be issued. The warning will be documented and communicated to the employee, outlining the specific concern and expectations for improvement.

Written Warning:

If the issue persists, a written warning may be issued. This formal document will detail the misconduct, previous verbal warnings, and consequences of further violations. The employee will be required to sign the written warning as acknowledgment.

Suspension:

In cases of serious misconduct or repeated violations, suspension without pay may be necessary. The duration of the suspension will be determined based on the severity of the offense.

Termination:

If the employee fails to improve despite previous interventions, termination of employment may be necessary. This decision will be made following a thorough review of the situation and consideration of all relevant factors.

Appeals Process: Employees have the right to appeal disciplinary actions. Appeals should be submitted in writing to [Designated Authority] within [specified timeframe]. The appeal will be reviewed impartially, and a decision will be communicated to the employee in a timely manner.

Confidentiality: All disciplinary matters will be handled with sensitivity and confidentiality to the extent possible, respecting the privacy of the individuals involved.

Review and Update: This disciplinary policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations.

Clark Ferguson
(original Signed)

C Ferguson
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Duncan Hire ltd