



## MISCONDUCT AND DISCIPLINARY POLICY

**A.M.Y. Nominees Pty Ltd is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Any misconduct whether accidental or intentional will be managed by AMY Nominees management and possibly client representatives. All investigations and findings will be treated fairly, kept confidential and actioned in a timely manner.**

### PURPOSE

The purpose of this policy is to produce a framework to set expectations regarding misconduct and disciplinary action in the workplace.

### POLICY

Misconduct in the workplace will not be tolerated in any form in the workplace. Misconduct may be defined in the following examples: (but not limited to)

- Threatening or abusive behaviour
- Regular absences from work
- Failure to board booked flights without notification
- Failure or refusal to follow procedures/safety rules/site rules
- Detection of drugs and alcohol during work hours
- Failure to notify employer of work absence or similar

Serious or multiple misconduct allegations may result in disciplinary action.

#### **Disciplinary Action**

Disciplinary action will involve an investigation by AMY Nominees Management and/or Client representatives. Any such investigation will be documented and other circumstances or instances of similar misconduct taken into account.

Results of any investigation will be addressed directly with the alleged employee at a disciplinary meeting. Prior to this meeting the employee must be given appropriate notice and given an opportunity to have a support person attend with them.

During this meeting, notes should be taken of the allegations made and the responses received from the employee. All notes should remain confidential. No action should be taken at this meeting. Deliberation and a decision can be made once all facts are in place.

The only exception to the above disciplinary meeting is if an employee has had multiple occurrences of the same misconduct that are indisputable, such as missed flights. If multiple examples exist, a comprehensive phone call may suffice to address the repetitive misconduct and detail in an official warning letter.

The results of the disciplinary meeting can be:

- Addressed in a ‘warning letter’ to the employee
- Addressed in a ‘final warning’ letter to the employee
- Addressed in a ‘termination letter’ to the employee, if allegations are serious enough.

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Signature:		Date:	July 2020
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