

Alexandra Community Hub

Discipline Policy

Policy No: 6

Policy:

Alexandra Community Hub (ACH) expects all employees, volunteers and students to observe acceptable standards of behaviour.

Employees, volunteers and students must not engage in behaviour that amounts to misconduct (including serious misconduct). This includes where employees, volunteers and students are working on site or off-site or representing ACH at a conference, function or other event.

ACH may discipline any employee, volunteer or students who engage in unacceptable behaviour.

Definitions:

Misconduct

Behaviour amounting to misconduct includes, but is not limited to, the following:

- failing to obey lawful and reasonable instructions of ACH
- failing to follow defined policies, procedures and rules
- failing to share relevant information with ACH
- unacceptable disruptive behaviour
- unauthorised absence from the workplace
- Repeatedly being late for work without lawful excuse

When proven, misconduct may provide a valid reason for termination of an individual's employment with notice or exclusion from ACH.

Serious misconduct

Whether misconduct amounts to serious misconduct depends on the particular circumstances of a given case. The Executive Officer and Committee of Management should consider the circumstances fully as they apply to the particular individual when determining whether or not the individual has engaged in conduct that could be considered serious misconduct.

Behaviour amounting to serious misconduct includes, but is not limited to:

- theft
- fraud
- assault
- intoxication
- use of derogatory, violent or abusive language
- fighting
- failure to observe safety rules

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Date	17/08/20								

- obscenity
- dishonesty
- criminal conduct including conduct that, if proven, renders an individual completely unfit for work or other activities.

Procedure:

1. Report any alleged breach of discipline to the Executive Officer. This should be submitted in writing by the person who believes a breach has occurred.
2. Report any alleged breach of discipline by the Executive Officer to the Committee of Management.
3. Ensure a thorough investigation into the allegations of misconduct, in accordance with the principles of procedural fairness.
4. Conduct a meeting with the individual accused of misconduct to provide them with an opportunity to respond to the allegations against them. They may have a support person present at any disciplinary meetings. Meetings will be conducted by the Executive Office and at least one member of the ACH Committee of Management, one of whom will act as a note taker.
5. Ensure that each instance or allegation of misconduct is considered on its own merits, and ensure any mitigating circumstances are taken into account.
6. Advise the individual of full reasons for any decision taken to apply a penalty.
7. Advise the individual of their right to appeal any penalty applied, in accordance with the Appeals Policy.
8. Ensure actions taken under this policy are documented and a record is kept in accordance with records management policy.

A breach of this policy may lead to disciplinary action and possible dismissal or exclusion from ACH. Where ACH considers that an employee has engaged in serious misconduct, ACH may dismiss the employee without notice. In the case of a student or volunteer, they may be asked to leave ACH premises.

Where an employee is accused of engaging in misconduct, it is open to ACH to stand the employee down on full pay in order to further investigate the matter.

Related Documents

Appeals Form

Related Policies

Appeals Policy

Records Management Policy

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