

SOUTHERN REGION WASTE RESOURCE AUTHORITY

(PO-13) EMPLOYEE PERFORMANCE & BEHAVIOUR POLICY

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This policy is a summary and should be read in conjunction with the full copy of the SRWRA – Employees Code of Conduct

POLICY STATEMENT

This Policy is designed to establish a consistent and fair approach when dealing with disciplinary issues that arise in our workplace. It aims to ensure that managers, who are involved in disciplinary action on behalf of SRWRA, act in accordance with the law and industrial fair play.

More specifically, this Policy aims to remedy persistent poor work performance in a positive way and provide employees with an opportunity to correct unacceptable behaviour and/or rectify poor work performance.

Obligation of Employees

All employees of SRWRA operations are expected to:

1. Carry out their duties and responsibilities within their competency and skill.
2. Positively participate in approved training and, where appropriate, to provide on-the-job training to other SRWRA employees.
3. Comply with work practices in the interests of creating and maintaining a safe and healthy workplace.
4. Comply with all reasonable and lawful instructions of SRWRA.
5. Treat fellow employees, clients, associates and, when representing SRWRA, members of the community with respect, courtesy and good manners.
6. Comply with all terms, conditions and entitlements stipulated in employment agreements and contracts.

Disciplinary Process

This process may involve any of the disciplinary measures set out below:

1. Where an employee's unsatisfactory behaviour or work performance is of less serious nature, it may be dealt with on an informal basis by the employee's immediate supervisor.
2. Where an employee's unsatisfactory behaviour or work performance is of a serious nature, the following process should be adhered to. Depending on the nature and severity of the conduct, the various stages of this process may be used in combination.

2(a) Verbal Warning

A verbal warning is the first stage of the disciplinary procedure.

Where an employee's performance does not meet the required standard or an employee has engaged in conduct or behaviour that warrants it, the employee will be given a verbal warning from his/her immediate manager or supervisor.

The verbal warning will outline to the employee why the warning has been given. The employee will be given an opportunity to respond to the verbal warning.

The manager or supervisor who issues the verbal warning to the employee will be required to make a note of the time, date and reason for the verbal warning on the employee's personnel file.

An employee may be given more than one verbal warning, if appropriate.

2(b) **Written Warning**

If, following a verbal warning, an employee's performance does not improve or the employee continues to behave in an inappropriate manner, the employee will be given a written warning.

A written warning may also be issued without the need for a prior verbal warning, where the employee's manager or supervisor considers the behaviour or conduct to warrant such a warning.

The written warning will provide the following information to the employee:

- 2.b.1 Reasons for the written warning being issued;
- 2.b.2 Reasons and dates of all previous, related verbal warnings;
- 2.b.3 Reasons and dates of all previous, related written warnings;
- 2.b.4 Required improvement needed by the employee; and
- 2.b.5 Timeframe within which the required improvement must occur.

The employee will be given the opportunity to respond, in writing, to the written warning within a specified timeframe.

The written warning will also explain that, should the employee's performance or behaviour not adequately improve within the required timeframe, as determined by SRWRA, further disciplinary action (which may include termination of employment) may be taken by SRWRA.

The employee will be asked to sign a copy of the warning. Failure to do so will be noted on the warning. Copies of written warnings issued to employees will be kept on the relevant employee's personnel file.

An employee may be given more than one written warning, if appropriate.

2(c) **Final Written Warning**

If, following a written warning, an employee's work performance or behaviour does not satisfactorily improve within the required timeframe, an employee may be issued with a final warning.

A final warning may be issued to an employee by the Executive Officer, without prior warnings (written or otherwise), if his/her manager or supervisor believes the performance or behaviour is sufficiently serious to warrant such action.

The final written warning will provide the following information to the employee:

- 2.c.1 Reason for the final written warning being issued, detailing the poor performance or unacceptable behaviour in issue;
- 2.c.2 Reasons and dates of all previous related verbal warnings (if appropriate);
- 2.c.3 Reasons and dates of all previous related written warnings (if appropriate);
- 2.c.4 Course of action which SRWRA proposes to remedy the situation;
- 2.c.5 That, if the employee wishes, he/she is entitled to have a representative of his/her choice during discussions with SRWRA; and
- 2.c.6 Unless the poor performance of behaviour can be satisfactorily explained by employee, SRWRA may terminate the employee's employment.

The employee will be given the opportunity to respond, in writing, to the final written warning within a specified time frame.

The employee will be asked to sign a final written warning. Failure to do so will be recorded on the warning. A copy of the final warning will be kept on the employee's personnel file.

3. However, in the event that an employee's behaviour or poor performance warrants summary dismissal, SRWRA may take such action without providing the employee concerned with any prior warnings.
4. At any stage in this process, the employee or SRWRA may involve a representative, legal or otherwise, or a witness. Such a representative or witness will be recognised by the other party.

What Constitutes "Unacceptable Behaviour" and "Poor Performance"

1. Employees will undergo an annual performance review. However, SRWRA reserves the right to address and counsel an employee in relation to poor performance or unacceptable behaviour at any time during their employment.
2. The purpose of the performance review is to assess the employee's performance at work. It is anticipated that an employee's work performance will improve between each review period.
3. The following list identifies examples of unacceptable behaviour or poor work performance. This list is not exhaustive.
 - 3.3 Consistent absenteeism without valid reason;
 - 3.4 Lack of application and/or inadequate fulfillment of duties and responsibilities;
 - 3.5 Derogatory speech or action;
 - 3.6 Failure to comply with legal, safe and reasonable instructions;
 - 3.7 Illegal, dishonest acts which directly conflict with the interests of SRWRA's operations;
 - 3.8 Intimidatory acts or assault, whether verbal or physical;
 - 3.9 Attendance for work under the influence of alcohol or illicit drugs;
 - 3.10 Possession of alcohol or illicit drugs in the workplace; and
 - 3.11 Sexist or racist behaviour.
4. If an employee's performance has not improved or, alternatively, has worsened, since his/her last review, that employee may be subject to the Disciplinary Process outlined in this policy.

5. An employee's performance is considered to be inadequate if the employee is not meeting the inherent requirements of his/her position, as detailed in the position description.

Policy Review

This Policy will be reviewed annually, or, in the event of changes to SRWRA's operations or the relevant legislation, as needed.