



Employee Discipline Policy

Introduction:

At AAA Bodyworks we are committed to maintaining a professional and productive work environment. We believe that effective employee discipline is essential for the well-being of our employees and the success of our business. This policy outlines the procedures and guidelines for addressing employee performance and conduct issues in a fair and consistent manner.

Scope:

This policy applies to all employees of AAA Bodyworks, including full-time, part-time, and temporary workers.

Policy Statement:

Progressive Discipline: AAA Bodyworks follows a progressive discipline approach. This means that when performance or conduct issues arise, employees will be given opportunities to improve their behaviour before more severe actions are taken.

Types of Disciplinary Actions:

Verbal Warning: A discussion between the employee and their supervisor, expressing concern and seeking improvement.

Written Warning: A formal written notice detailing the issue, expectations, and potential consequences.

Suspension: Temporary removal from work with or without pay, depending on the severity of the issue.

Termination: Employment may be terminated if the issue persists or escalates.

Reporting Incidents: Employees should promptly report any incidents of misconduct or performance issues to their immediate to management.

Investigation: AAA Bodyworks will conduct a fair and impartial investigation into all reports of misconduct. Employees involved will be given an opportunity to provide their side of the story.

Documentation: All disciplinary actions and discussions will be documented, including dates, details, and any corrective measures taken.

Communication: We value open and honest communication. Employees will be informed of the reasons for any disciplinary actions, the expected changes in behaviour, and the consequences of further infractions.

Appeals: Employees have the right to appeal disciplinary actions. Appeals should be made to management or fairwork Australia.

Confidentiality: All disciplinary matters will be treated with the utmost confidentiality, to the extent allowed by law.

Examples of Disciplinary Issues:

This policy is not an exhaustive list but includes the following examples:

Poor job performance.

Violation of company policies.

Insubordination.

Harassment or discrimination.

Theft or dishonesty.

Safety violations.

Unexcused absences or tardiness.

Consequences:

The severity of disciplinary actions will depend on the specific circumstances of each case. Multiple violations may lead to more severe consequences, up to and including termination.

Instant Dismissal

An Employee maybe dismissed without warning if he/she commits an act of serious and wilful misconduct. This includes, but is not limited to, such actions as striking another employee, theft, endangering their own or others personal safety, deliberate damage of or interference with the companies property, sabotage of product or equipment, providing false or misleading information or breach the Drug and Alcohol Policy.

Review:

This policy will be reviewed periodically to ensure its effectiveness. AAA Bodyworks reserves the right to modify this policy at any time.

Conclusion:

AAA Bodyworks is committed to fostering a workplace that is respectful, productive, and supportive. This discipline policy is designed to provide employees with a clear and consistent process for addressing performance and conduct issues. We believe that open communication, fair treatment, and a commitment to improvement are vital to the success of our business and the well-being of our employees.