 PO Box 3407 Toowoomba QLD 4350	HR POLICY	Newlands Civil Construction Pty Ltd ABN 41 133 339 778
	<b>DISCIPLINARY</b>	Newlands Commercial Construction Pty Ltd ABN 64 166 350 563

Authorised By: B O'Sullivan

HR-POL-017

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## 1. Purpose

The aim of this Policy is to help and encourage employees to improve, achieve and maintain standards of conduct, attendance and job performance. It also allows management to deal effectively with those employees who do not comply with NCC standards of conduct, attendance and performance in the workplace. Equally the Policy is designed in a manner which is non-discriminatory and is fair, consistent and effective. It must be applied in a timely manner and without undue delay.

## 2. Scope

This Policy applies to all NCC employees.

## 3. Policy


- 3.1 NCC aims to ensure that all employees behave in a way that everyone including our customers and suppliers are treated fairly and without bias and discrimination. NCC encourages behaviour that supports and fosters self-discipline and promotes our code of conduct;
- 3.2 Where deemed appropriate, disciplinary measures may be taken when employees behave in a way that detracts from NCC's ability to deliver a quality service to our customers, contradict NCC'S code of conduct or in any other way perceived to adversely affect NCC's objectives or reputation;
- 3.3 This Policy establishes an equitable and consistent approach to addressing unsatisfactory work performance and/or conduct by:
  - 3.3.1 Ensuring the support needed is given and takes place to reinforce the expected performance or conduct standards;
  - 3.3.2 Establishing a process under which warnings may be issued and discussed;
  - 3.3.3 Providing for disciplinary action where performance or conduct does not improve;
- 3.4 If the matter is deemed to be serious misconduct, employees can expect that summary dismissal will occur;

## 4. Definitions

- 4.1 **Serious Misconduct** - Serious misconduct includes when an employee causes serious and immediate risk to the health or safety of a person, or the reputation, viability or profitability of the business; or deliberately behaves in a way that is inconsistent with continuing their employment. For example, theft or assault in the workplace. Other known term: misconduct.
- 4.2 **Summary dismissal** – termination of an employee's employment without providing notice of termination (or payment in lieu of notice).

## 5. Responsibilities

- 5.1 All NCC employees have the responsibility to conduct themselves in a manner that is in accordance with NCC's Code of Conduct (HR-POL-001) and to perform their duties to the standards required.
- 5.2 All persons have the right to, have the principles of natural justice and procedural fairness observed, this means:
  - 5.2.1 the employee who is the subject of concern must be informed of all the allegations in relation to his/her behaviour;
  - 5.2.2 the employee must be provided with the opportunity to put forward their case;
  - 5.2.3 all parties must have the right to be heard;
  - 5.2.4 all relevant submissions and evidence must be considered;
  - 5.2.5 irrelevant matters must not be taken into account;
  - 5.2.6 the decision-maker must be impartial, fair and just;
  - 5.2.7 Investigations and proceedings that are conducted honestly, fairly and without bias;
  - 5.2.8 No undue delay in investigations and proceedings.

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It is the responsibility of all parties involved in counselling or disciplinary action to participate fully in the resolution process in good faith. Confidentiality must be respected and maintained at all times within the constraints of the need to fully investigate the matter, subject to any legal requirements for disclosure and consistent with the principles of natural justice.

NCC Top Management assume the ultimate responsibility for Quality, Safety and Environmental requirements and core business practices in the workplace. NCC Senior Management plan, manage, monitor, review, and direct actions and allocate resources to support workers at every level to identify hazards, assess, control and evaluate risk in all areas of NCC operations.



Barry C O'Sullivan  
Director  
Newlands Civil Construction Pty Ltd AND  
Newlands Commercial Construction Pty Ltd

21 December 2017