

This policy sets out conditions applicable to discipline in the workplace.

The full content of the policy is available for download to your shopping cart.

Example content:

The policy is designed to ensure compliance with all relevant legislative requirements (including the Small Business Fair Dismissal Code, where applicable) where an employee's performance or conduct is unsatisfactory.

The disciplinary procedure of *[Insert Company name]* will, as a general rule, include one verbal warning and two written warnings. *[insert company name]* may give a final written warning as the first warning or dismiss an employee without warning if the nature of the misconduct or non performance by the employee justifies such action. An employee may be suspended on full pay while *[Insert Company name]* are investigating an allegation of serious misconduct.