



STATEWIDE GROUP TRAINING (SA) INC

EFFICIENCY AND PERFORMANCE MANAGEMENT POLICY

PURPOSE:

The Management and Staff of Statewide Group Training (SA) Inc (SGT) are committed to operating in an efficient, effective, and disciplined manner to achieve the objectives of the Strategic Plan and Best Practice.

SCOPE:

This policy applies to:

- All employees, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

The objectives of the Efficiency and Discipline Policy are to; -

- Provide direction and/or training to employees.
- Assist employees in effecting change.
- Ensure employees awareness of the required efficiency standards.
- Undertake disciplinary action when required, in a fair and just manner.
- Achieve the goals of the Strategic Plan.
- Promote Best Practice.

Every employee will be treated fairly and equitably, in accordance with industrial standards of natural justice and procedural fair play.

SGT will not consider terminating the employment contract of an employee for poor work, performance or misconduct issues, unless the employee undergoes a consultation and counselling process that identifies, as necessary, appropriate support, training, instructions and written warning(s), and that the unsatisfactory performance or misconduct continues after a reasonable period of time for improvement has been allowed. The exception, however, is in the case of serious and wilful misconduct by the employee where instant dismissal may be justified.

Serious and wilful misconduct may be defined as but is not limited to.

- Theft.
- Fraud.
- Assault.
- Being under the influence of drugs or alcohol.
- Misappropriation of funds.
- Serious harassment (including sexual harassment)
- Abusing or threatening another employee.
- Malicious damage to property.
- A wilful, serious breach of codes of conduct or workplace policies.



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- Wilful disobedience of a lawful and reasonable instruction given by a supervisor; and
- Behaviour wilfully endangering themselves or others.

SGT believes that the counselling and discipline process is about changing inappropriate and unwanted behaviour and endeavouring to correct unsatisfactory work performance, to the satisfaction of SGT, our client (Host Employer) and employee. The counselling and discipline process is designed to assist in dealing with work performance matters in a fair and consistent manner, ensuring that:

- The relevant parties know exactly where they stand at any given time against the requirements of the position and conditions of employment.
- The employee has been allowed the time and resources to respond, adjust and improve.
- An agreed course of action, together with specific and clearly defined outcomes, has been determined; and
- Hasty, uniformed decisions are avoided.

The Efficiency and Discipline Policy is to be executed as follows.

- Step One – Friendly Meeting
- Step Two – Documentation and/or File Note
- Step Three – 1st Warning/2nd Warning/3rd Warning as current
- Step Four – Disciplinary action

An employee may at any time request a peer advocate be present.

The above discipline steps will be followed prior to any termination of employment or other disciplinary action being implemented. However, each particular circumstance will determine what action is appropriate, including the number of warnings and suitable review period for the employee to remedy their poor performance or behaviour.

Where a Manager/Supervisor has concerns about an employee's performance or conduct, a disciplinary interview will be convened to provide an opportunity for SGT, employee, (and Host Employer if applicable) to discuss the issues(s) of concern. The employee will have the right to have a peer advocate present and will have the right to respond to the allegations of poor performance or misconduct put to them. This meeting will be witnessed, confirmed in writing, and acknowledged by the employee concerned.

The warnings will include a series of verbal, written and witnessed warnings that set out any employee who is being warned, the basis of the warning, the ways that an employee can and must improve their work performance or behaviour, the time, and resources available to assist them in achieving the desired outcomes and finally, it must identify what action will occur if they do not meet the required outcomes.

Discipline action must be recorded in writing, a copy provided to the employee and a copy placed in a sealed envelope in the employees personnel file.



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It is the responsibility of the Chief Executive Officer and/or delegated Manager to adopt and administer the Efficiency and Discipline Policy in order to achieve its objectives.

Other relevant SGT policies:

Employees, and in particular Managers, are encouraged to read this policy in conjunction with other relevant SGT policies including (but not limited to):

- Access and Equity Policy
- Code of Conduct Policy
- Crisis Care Policy
- Efficiency and Discipline Policy
- Sexual Harassment Policy
- Social Media Policy
- Workplace Harassment and Bullying Policy

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
