

## Disciplinary Process

The following guidelines have been prepared to assist supervisors and managers to manage the disciplinary process.

### Reference Documents

#### Work Standard

- Email
- Internet
- Performance Management

#### Form

- Record of Counselling
- Record of Verbal Warning
- Written Warning

#### Work Procedure

- Drug and Alcohol Testing
- Employee Assistance Program
- Equal Employment Opportunity (EEO) Grievances

### When to Take Disciplinary Action

Disciplinary action will be taken by your supervisor when you:

- fail to meet the performance standards of your job;
- breach our CHARTER, standards and/or procedures;
- engage in behaviour that constitutes misconduct;
- fail a drug and alcohol test.

### Disciplinary Action

For other than serious misconduct, or failed drug and alcohol test, your supervisor will undertake performance counselling, or issue one of the following:

- Verbal Warning
- Written Warning
- Final Written Warning
- First and Final Warning
- Termination of employment

Each occasion will take into account previous performance, warnings etc.

A copy of the disciplinary record will be given to you and a copy kept on your employment record.

### Serious Misconduct

Serious misconduct may include, but not be limited to, insubordination, theft, dishonesty, fraud, assault, serious harassment or bullying, serious safety breach.

Your supervisor will determine what constitutes serious misconduct and may suspend you from work pending further investigations.

Serious misconduct will result in termination without notice.

## Failed Drug and/or Alcohol Test

If you fail a drug and alcohol screening test, you will be subject to the following:

For alcohol tests:

1. If you have commenced work, you will be terminated without notice.
2. If you have not commenced work (ie. you are subject to a pre-start screening test), you will be stood down without pay for 24 hours and issued a Written Warning.

For drug tests:

- You will be stood down with pay pending confirmation of the initial positive test.

For confirmed drug tests:

3. If you had commenced work, you will be terminated without notice.
4. If you had not commenced work (ie. you are subject to a pre-start screening test), the following will apply:
  - You will be stood down without pay until such time as you produce a clear result at your own cost and you will be issued a Written Warning.
  - If you do not return to work with a clear drug result within 1 month you will be terminated.

If you again test positive for either a drug or alcohol screening test within 12 months; or you refuse, attempt to avoid, or falsify a drug or alcohol test, you will be terminated.

If you are not able to return to work within 1 working day of your suspension, you will be required to vacate your camp accommodation or in the case of company provided housing pay for it, if applicable.

We are under no obligation to provide pre-start testing.