**HUMAN RESOURCES MANAGEMENT POLICIES**

**SECTION 1: COMPLAINTS & DISCIPLINARY POLICIES**

**POLICY 2: DISCIPLINARY POLICY**

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| **Policy Rationale** |  |
| **Policy**  | The aims of the Disciplinary Policy are to make clear to employees what action will be taken by management when dealing with misconduct and/or poor performance, and to ensure a procedure is in place that is fair to both staff and managers.Most importantly, the Disciplinary Policy aims to improve any employee’s performance that is less than satisfactory. For this reason, dismissal of an employee is only used when absolutely necessary.The disciplinary action taken in any situation will depend on the nature and severity of the misconduct. In general, the following will happen:* A brief description of the misconduct will be noted by the supervisor/manager.
* The misconduct will be reported to the appropriate Senior Manager, Chief Executive and Office Manager.
* The problem will be discussed with the employee, who will be given the chance to respond.
* All facts will be considered before a decision is made on any disciplinary action to be taken. Depending on the seriousness of the misconduct the employee may be counselled about the problem, given a warning, or dismissed.
* The employee may choose to have a representative present during any counselling, warning or dismissal.

**Warnings**If a warning is to be issued, the employee will be advised the reason for the warning, what action will be taken if it is necessary to issue a further warning, and what improvements in performance are needed. Warnings are valid for 12 months from date of issue. If employees receive more than two written warnings within the 12-month period they will generally be dismissed. After 12 months, the warning will lapse, and further breaches of the House Rules will be treated as first offences.The Chief Executive may issue warnings. The Office Manager will be advised / involved.All warnings will be in writing and will be placed on personal files.An employee may request to see his/her file at any reasonable time (through the Chief Executive).Examples of actions which may result in a warning; * Habitual late arrival for duty.
* Using abusive language causing offence to another employee or to a member of the public while on duty.
* Failure to report lateness or absence to the Office Manager, or Chief Executive as soon as possible on the day concerned, without good reason.
* Failure to observe safety rules, working in an unsafe manner, or failing to make proper use of safety equipment where such equipment is provided.
* Placing of offensive notices, posters or pictures anywhere on Badminton NZ premises.
* Smoking in prohibited areas.
* Misusing tools or equipment or defacing Badminton NZ property.
* Wasting time or materials.
* Acts of negligence that results in damage to Badminton NZ private property or adversely affects quality or safety.
* Failure to report an accident and provide necessary details / explanation.
* Poor performance or where an employee is negligent, careless, inefficient or incompetent in his / her performance.
* Absenteeism.
* Harassment.

**Dismissal**The Chief Executive will deal with all dismissals. The employee will be told the reasons for dismissal and strongly advised to involve a representative.Employees who feel their dismissal is unjustified may take a personal grievance.Examples of actions which may result instant dismissal;* Falsifying Badminton NZ documents, time sheets or claims for expenses, or any other fraudulent activity.
* Bringing drugs (except those prescribed by a doctor) on to Badminton NZ premises or place of work.
* Consumption of alcohol on Badminton NZ premises and / or during work hours without management’s consent.
* Consumption of alcohol which leads to a staff member behaving in a way that is detrimental to the values if Badminton NZ.
* Reporting for work when affected by alcohol or drugs to the extent that the employee is unable to perform his / her duties properly / safely and is likely to be a danger to themselves and others.
* Possession of Badminton NZ property or another employee’s property without proper authorisation.
* Entering Badminton NZ’s premises without proper reason or authorisation outside normal work hours.
* Acting in an irresponsible manner that results in injury to the employee or any other person.
* Acts of willful or gross negligence that results in damage to Badminton NZ’s private property or adversely affects safety or quality of work.
* Assaulting another person during course of employment.
* Refusals to obey proper instructions or walks off the job except where working conditions are unsafe.
* Disclosure of confidential information to unauthorised people.
* Misrepresenting Badminton NZ for personal gain.
* Sexual harassment (depending on severity of misconduct).
* Willful destruction or defacement of Badminton NZ or private property.
* Making or introducing unauthorised copies of computer software.
* Illegal, unethical or inappropriate use of the Internet.
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| **Review Protocol** | Policy Owner:Policy Reviewed By: Date Reviewed: Next Review Date:  |