



Torquay Bowls Club

10 - Employees Termination Policy

Responsible Department - BOM

Date Approved - March 2024

Next Review 2 years

Introduction

The Club believes that our employees are our most important resources, even those that leave the business. This policy applies to all employees and is applicable when the employment agreement ceases whether initiated by us or by an employee. The purpose of this policy is to ensure that employees who exit the business are treated in a way that is administratively efficient, respectful and sensitive to both the employee and the Club.

Resignation

An employee may choose to terminate their employment with the club through their own volition at any time. Any employee who wishes to resign from the club must provide written notice of their intention to do so in accordance with the notice period specified in their contract of employment, Award, or industrial instrument. The specified notice period may be reduced with consent. In the event that a responsible manager requires an employee to work out the notice period and the employee refuses, the employee is not entitled to be paid for the period of notice. Where the responsible manager requires the employee to leave the business prior to the notice period, the balance of that period will be paid in lieu.

The resignation must be clear about the time and date that an employee is choosing to leave. It must also be signed and addressed to the employee's manager or supervisor.

Dismissal

When discipline and dismissal issues arise, employees must be treated in a fair and equitable manner. Managers involved in the disciplining and dismissal of employees must meet all industrial law standards and Company policy for termination of employment. This applies both to the reason for the dismissal and the manner in which the dismissal is carried out.

No action will be taken to dismiss or terminate an employee without prior consultation with the relevant Executive General Manager and/or Board of Management.

Grounds for dismissing an employee:

- Performance - an employee's performance is considered to be inadequate if the employee is not meeting the inherent requirements of their position as set out in the position description;
- Misconduct - including actions involving harm to any employee, dishonesty, verbally abusing a person at the workplace, harassing or discriminating against an employee, sexual harassment, inefficiency, neglect of duty, breach of contract of employment, disregard for Club policies and procedures and malingering;
- Gross misconduct - includes fighting, breaches of the Occupational Health and Safety Policy or the Drug and Alcohol Policy, industrial sabotage and refusal to carry out the lawful instruction of a manager; and/or
- Redundancy - the position/work no longer exists.

Payment in lieu of notice shall be in accordance with the requirements set out in the employee's contract of employment or industrial instrument.

Employees over 45 years of age at the time of giving notice with not less than two years continuous service will be entitled to an additional weeks' notice.

Abandonment of employment

An employee's employment may be considered terminated when they have been absent from duty for a continuous period of three days without prior knowledge and approval from their manager/or supervisor or without apparent good cause for the absence. On this basis, we will consider the employee to have abandoned their employment and therefore ended their employment relationship.

The decision to terminate an employee for abandonment of their employment is to be made by the responsible manager in consultation with Human Resources, only after the appropriate procedure has been followed. Managers must attempt to make contact with an employee on their first day of absence. Attempts by either party to make contact, reason for non-attendance, previous performance and attendance history, will be taken into account when deciding to terminate an employee based on abandonment.

Exit interviews

We consider our employees our most valuable resource. We recognise the cost of unnecessarily losing employees in terms of financial impact, lost skills and experience, weakening of established teams and networks, reduced corporate knowledge and often, lower employee morale. Exit interviews can be valuable mechanisms for us to determine the reason for the employee's resignation, and also to identify any improvements that may be possible in the workplace.

The benefits to be gained through an exit interview may include:

- Parting with the employee on good terms;
- Gathering information about the effectiveness of the recruitment process;
- Identifying possible areas for improvement in the organisational processes, management, job design, remuneration or career planning and development;
- Identifying sources of job dissatisfaction; and/or
- Establishing that the employee is leaving of their own accord and that there has been no employer breach of the employment contract.

Manager is required to arrange an exit interview with all employees that exit voluntarily.

References

The Club does not issue professional references. There is no obligation for us as an employer to provide a written or verbal reference or statement of service. Upon request, a separation certificate or statement of service will be issued.