



Torquay Bowls Club

9 - Disciplinary Policy

Responsible Department - BOM

Date Approved - March 2024

Next Review 2 years

Introduction

The Club's aim is to encourage the highest standards of conduct among our employees and others. The Disciplinary Policy has been developed to assist in improving the standard of conduct and performance of employees and others. This policy sets out the action which will be taken when these standards are not met, or when Club policies, procedures or Code of Conduct are breached.

Standards of behaviour

Our Code of Conduct sets out a minimum standard of behaviour which applies to all employees and others. In addition, there are obligations placed on employees and other by their employment agreement or club position, Club policies and procedures, client/customer and community expectations and government legislation.

We may take action under this policy where it is evident that these standards of conduct are not being achieved and where they can be classified as misconduct or gross misconduct.

Misconduct

Below is a non-exhaustive list of areas where alleged acts of misconduct would result in investigation, which could lead to disciplinary action:

- Minor violations of the Code of Conduct;
- Minor breaches of Club policies and procedures;
- Unauthorised absence;
- Problems of time keeping and attendance;
- Breaches of the policy on use of computers, email and internet;
- Dishonesty;
- Inefficiency or neglect of duty;
- Persistent unauthorised use of Club facilities or equipment; and/or
- Minor breaches of Occupational Health and Safety Procedures such as Safe Operating Procedures.

Where the breach is deemed to be minor, the manager or supervisor has the option of limiting any disciplinary action to less formal mechanisms such as counselling or formal target setting during performance development.

Ongoing or persistent matters will be dealt with in a more formal and escalating manner.

Gross misconduct

The following non-exhaustive list gives examples of breaches that would be regarded as gross misconduct, which could result in the employee or others being suspended pending investigation and would normally lead to summary dismissal:

- Breaches of Occupational Health and Safety, Policies and Procedures which endanger self, other employees and or clients/customers;
- Inability to perform duties due to the influence of alcohol or non-prescription drugs;
- Serious breaches of the Code of Conduct, Company policies or procedures and or legislation;
- Fraud, theft or deliberate falsification of records;

- Verbal or physical harassment, abuse or bullying against employees or others, clients/customers and or members of the public;
- Taking action likely to damage Club reputation, (through either deliberate action or negligence) which renders continued employment untenable;
- Wilful destruction of equipment or property;
- Gross negligence/incompetence or abandonment of duties;
- Gross incompetence resulting in financial loss to Company;
- Breach of commercial confidence likely to bring significant damage to our Club; and/or
- Serious and persistent breaches of Club policy on the use of computers, email and internet.

Disciplinary action

We will take disciplinary action under certain circumstances (such as those listed above) where appropriate standards of conduct are not adhered to. Misconduct or gross misconduct may be reported by any member, employee or client/customer.

Any disciplinary action will follow the Club's Conduct and Performance Counselling Procedure and must be based on the principles of fairness, confidentiality, transparency and rapid resolution of the issue.

In particular, the disciplinary procedure requires that:

- Any disciplinary action is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been investigated as fully as is practicable.
- At every stage employee's will be advised of the nature of the complaint, be given the opportunity to state their case, and have the right to be accompanied by a representative of their choice at any hearing, meeting or investigation.
- Employees will not be dismissed for a first breach of discipline except in the case of gross misconduct. In the case of gross misconduct, the penalty will normally be dismissal without notice and without pay in lieu of notice.
- Employees have a right to appeal against any disciplinary action taken against them.
- The procedure may commence at any level of the procedure if the alleged misconduct warrants such action.

The Manager or supervisor is to consult with the Business Manager regarding the management of all disciplinary procedures.