



Disciplinary Action & Dismissal Policy & Procedures

1. Introduction

First Hike Project Inc. (**FHP**) is committed to maintaining the standard of performance of staff and volunteers.

FHP management will take necessary steps to address any performance deficiencies or incidents of misconduct as needed.

Staff and volunteer performance and conduct is governed by FHP's policies and procedures, **Code of Conduct**, position description and **Team Member Handbook (Handbook)**, which form the conditions of employment and volunteer service. Where a staff member or volunteer fails to act within the scope of these conditions, this may result in termination of their position or disciplinary action.

Strict confidentiality according to the Privacy Act and compliance with FHP's Code of Conduct and policies and procedures will apply to all disciplinary action and dismissals.

2. Scope

This Disciplinary Action & Dismissal Policy & Procedures (**Policy**) applies to all board members, staff, volunteers, contractors, visitors, donors and sponsors (**Personnel**) in Australia.

3. Procedure for dismissal

All **Personnel** must contribute as outlined in the position description or Handbook to achieve the required outcomes of their position.

In the first instance, the direct supervisor will meet with Personnel as soon as practicable to discuss the issue/s, including the reason/s for the reprimand, the expectations of FHP and suggestion/s for improvement.

Should this result in no improvement of performance, a meeting should be held to include Personnel and management of FHP.

If this meeting results in a recommendation for dismissal of the staff member or volunteer, FHP management must approve the recommendations. FHP management reserves the right to hold a meeting with the staff member or volunteer and their direct supervisor, if required, prior to dismissal.

The direct supervisor will immediately dismiss Personnel who is deliberately conducting themselves in direct conflict with FHP's policies and procedures or codes of behaviour.

The direct supervisor then will be required to immediately notify FHP management, verbally followed by a written statement outlining full details of the situation.

FHP management representative/s will be available to provide assistance with the dismissal procedure as required.

The dismissal procedure requires a minimum of two Personnel in attendance and maintain strict confidentiality according to the Privacy Act. Prior to commencement of such procedures, FHP management will determine the level of documentation required and confirm acceptance by the individual.

All dismissals will be advised verbally and in writing. Arrangements will made for the return of all FHP's property.

4. Resources

Code of Conduct

Privacy Policy

Safeguarding Children & Young People Policy

Safeguarding Children & Young People Practice & Behaviour Guidelines

Team Member Handbook

5. Review

This Policy is reviewed on an annual basis.