



DISCIPLINE, DISPUTES & GRIEVANCES POLICY

Scope & Purpose

The purpose of this Policy is to assist Board members to effectively deal with matters involving members, employees or volunteers of Reading Friends Australia Ltd (RFA) that require disciplinary action or resolution of a dispute or grievance. It sets expectations as to standards of behaviour in the workplace, and to outline the process and the possible consequences if these standards are not met.

This Policy applies to all members, employees and volunteers of RFA.

Definitions

Discipline is when action is required to be taken due to underperformance, misconduct or serious misconduct.

A dispute is when the action or behaviour between colleagues or between RFA and the member, employee or volunteer is not consistent with the values of RFA and requires resolution.

A grievance is when the action or behaviour by RFA or a colleague results in a real or imagined cause for complaint due to unfair treatment.

Misconduct is action or behaviour such as, but not limited to: inappropriate behaviour, improper use of position, failure to comply with RFA policies, inappropriate use of RFA materials or equipment.

Serious misconduct is action or behaviour such as, but not limited to: threatened or actual assault of an individual, serious or repeated bullying or harassment of an individual, serious failure to observe work, health and safety practices, theft, fraud, damage to RFA materials or equipment, serious conflict of interest, refusal to carry out reasonable instructions

Policy

RFA is committed to fostering good relations between members, employees and volunteers and within RFA.

Where RFA or a member, employee or volunteer believes there is cause for action, dispute or complaint, this will be carried out in a timely, impartial and confidential manner.

RFA will follow the five basic steps to resolving disputes and grievances:

- identify the issue;
- check the relevant legislation (if applicable);
- meet with the member(s), employee(s) or volunteer(s) involved;
- resolve the matter; or
- seek further assistance (if required).

RFA will follow the five basic steps when disciplinary action is required:

- meet with the member(s), employee(s) or volunteer(s) involved. A support person(s) may be involved if required.
- issue a verbal warning if required.



READING FRIENDS AUSTRALIA LTD

ABN 52 655 762 262

- issue a written warning if required.
- Issue a final written warning if considered necessary.
- terminate the member, employee or volunteer.

RFA expects all members, employees or volunteers involved in disciplinary action and/or resolution of dispute or grievance matters to behave appropriately.

Intimidation or similar inappropriate behaviour is not acceptable.

RFA will aim to provide a comfortable, safe and inclusive environment for members, employees and volunteers when disciplinary, dispute or grievance matters are in the process of being resolved.

All disciplinary, dispute or grievance matters will be fully documented. A chronology of events will be kept where applicable. Copies will be made available where appropriate.

Employees or volunteers should first raise the issue with their supervisor or manager. If the issue involves the supervisor or manager, it should be raised with the Chair.

Where there has been misconduct, RFA may consider a verbal or written warning to be the appropriate course of action.

Where there has been serious misconduct, RFA may consider instant termination to be the appropriate course of action.

RFA is committed to procedural fairness and transparency.

Breach of this Policy

A breach of this Policy will be considered a breach of the RFA Code of Conduct and accordingly, may result in disciplinary action including termination.

References

RFA Code of Conduct

RFA Work Health, Safety & Wellbeing Policy

Fair Work Ombudsman Managing Underperformance Best Practice Guide

RFA Constitution