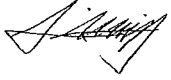
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: DISCIPLINARY ACTION		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aim to provide a quality service through the professional behaviour and high standards of conduct of our staff. We will encourage staff to maintain good working relationships and have a commitment to maintaining a quality standard of work.

Should staff fall below clearly identified standards then we will address this in a swift and considerate manner.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Complaints Procedures Policy
- 3.2. Conditions of Employment Policy
- 3.3. Duty of Care Policy
- 3.4. Grievance Procedure Policy
- 3.5. Staff Review and Appraisal Policy

4. Responsibilities & Delegations


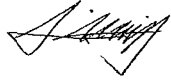
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A principles
- 5.3. Relevant industrial agreements

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
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PROCEDURES

It is important that the staff are fully aware of their expectations as an employee in the centre and that clear guidelines are given regarding staff duties, code of conduct, professionalism and duty of care.

Management will ensure that all staff is given clear job descriptions and orientation into the position with opportunity to clarify any issues.

Staff are responsible to address any concerns and clarify any issues in the job description or expectations that they are unsure of.

Staff are encouraged to maintain good working relationships and have a commitment to maintaining a quality standard of work.

Staff will be given clear notification should their standard of work or conduct fall below what is expected and outlined in their job description.

Staff have the right to appeal against any allegation and the right to speak on their behalf.

The following steps will be followed to deal with poor work performance or conduct. There may not be the need to go through all the steps when the issue is resolved however staff should be aware of the whole process.


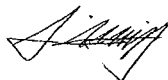
Should staff fall below clearly identified standards then the Group Manager will:

STEP 1: VERBAL WARNING

- Give a verbal warning as soon as possible indicating the specific problem regarding the performance of their work or conduct. The issues must clearly relate to the job description.
- Indicate what should happen to improve the situation and how the staff member can improve their performance.
- Identify any support needed to assist the staff member to make the changes and take steps to implement these.
- Indicate how the improvements will be measured, and when a review will take place. (1-4 weeks depending on the circumstances).
- Give an opportunity for the staff member to respond to the concerns.

If this resolves the issue then there is no need to go any further.

STEP 2: WRITTEN NOTICE

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: DISCIPLINARY ACTION		Author: CHILDCARE TASKFORCE

- Where the problem continues to occur, the staff member will be given written notice of the complaints against them.
- A formal documented interview with the Human Resources Manager and Group Manager will take place. The worker should attend and has the right to reply and discuss any complaints against them, or to be represented by a person of their choice.
- The staff member will be given at least 48 hours notice of the meeting.
- Minutes will be taken of the meeting and a copy put on the staff member's file and given to the staff member. The staff member may attach a written reply to the minutes.
- The aim of the meeting is to negotiate how the situation may be improved.
- The staff member will again be given specific indication of where their performance standards are not being met, indicate where changes are required and ways of achieving these, and told the method and date of review of their performance.
- The staff member will be granted another probationary period.
- The staff member will be informed at this stage that termination will be considered if no changes occur.

If this resolves the issue then there is no need to go any further.

STEP 3: FINAL WRITTEN WARNING

- If the problem still persists another meeting with the Human Resources Manager and Group Manager should be called and the staff member given notice to attend.
- The matter should be discussed as per the first meeting and further action considered.
- At this stage the staff member will be given a "final written warning".
- Again the staff member has the right of reply and can discuss the situation. They also have the right to have a person of their choice attend the meeting.

If this resolves the issue then there is no need to go any further.


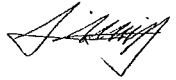
STEP 4: TERMINATION OF EMPLOYMENT

- If the problem still continues after the 3 warnings a decision will be made as to the employment of the staff member.
- If the management believe that the staff member's performance is unlikely to improve then the staff member will be dismissed.
- A written notice will be given indicating the date of dismissal (2 weeks from notice) and reasons for dismissal.
- The staff member may be paid out in lieu of such notice.

PROCEDURE FOR DEALING WITH SERIOUS UNACCEPTABLE BEHAVIOUR

Where a staff member in the workplace:

1. Intentionally endangers life.

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: DISCIPLINARY ACTION		Author: CHILDCARE TASKFORCE

2. Is found stealing.
3. Reports to work under the influence of drugs or alcohol.
4. Inflicts or threatens physical or sexual abuse or harassment.

The Group Manager will suspend the employee without loss of pay pending an investigation.

The investigation is to be completed within 72 hours and an interview date determined.

The interview is to be attended by the Human Resources Manager, Group Manager, Coordinator and the person reporting the unacceptable behaviour. The employee is to be advised formally of the findings of the investigation and the action being taken.

When immediate termination is required a dismissal notice is prepared at the interview. When continued employment is recommended a warning letter will be issued.

All the relevant records will be recorded on the employee's file.


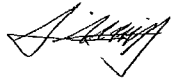
If the employee is vindicated of the accusation, all relevant formal documentation is to be removed from their file.

ENDING EMPLOYMENT WITHOUT NOTICE

The employer may end the employment of an employee without notice if the employee's conduct is clearly wrong, dangerous or inappropriate for their employment. Similarly, the employee may end their employment with notice if the employer's conduct is clearly wrong, dangerous or unsuitable for their employment.

After consideration of the specific circumstances, conduct by an employee that may allow an employer to end their employment without notice includes any one or more of the following:

- Being drunk or under the influence of illegal drugs.
- Stealing, fraud, assault or other criminal behaviour.
- Sexual harassment and other offensive or harassing behaviour.
- Not carrying out health and safety obligations.
- Refusing to carry out a lawful and reasonable instruction.
- Not carrying out an employee's duty.
- Assault or other criminal behaviour.
- Requiring the employee to carry out an unlawful and unreasonable instruction.

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [05] Version No: [02] Date: [01/12/2009]
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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

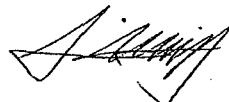
I endorse the Disciplinary Action Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009