



**GEE LONG GRAMMAR SCHOOL<sup>®</sup>**  
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## HUMAN RESOURCES POLICY AND PROCEDURE

<b>Discipline and Misconduct Policy</b>	Document No:	HR
	Approval Date:	1/5/2013
	Approved By:	SDM
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	Version No:	07
Responsible Officer:	Human Resources Manager	
Authorising Officer:	Principal	

### 1. PURPOSE AND SCOPE

This document provides all employees with guidance on the standards and procedures for the Discipline and Misconduct policy of the School.

The Discipline and Misconduct procedures are used when a member of staff breaches the “Staff Code of Conduct” and/or engages in behaviour that would reasonably be regarded as unacceptable (that includes but is not limited to behaviour that is illegal, damaging, negligent or dangerous) to the School, students and/or other staff. Behaviour regarded as serious misconduct may result in dismissal.

### 2. POLICY

Geelong Grammar School requires that all employees fulfil the performance expectations and requirements of their role and demonstrate appropriate behaviours in line with the School’s “Code of Conduct”. The Code of Conduct aims to ensure employees behave appropriately and with integrity with all parties and act as role models to students.

Employees who fail to comply with the “Code of Conduct” and/or any other policy that the School has in place are contravening their contract of employment and may be disciplined for misconduct and/or possibly dismissed for serious misconduct accordingly.

### 3. AUTHORITY AND RESPONSIBILITY

The **Principal** (teaching staff and senior non teaching staff) and **Commercial Director** (all other non teaching staff) have the authority to terminate an employment contract with an employee as an outcome of an investigation into allegations of misconduct and/or serious misconduct and the application of the disciplinary procedure.

All employees are responsible for reporting incidents and/or allegations and complaints of misconduct immediately to appropriate supervisory staff or directly to the Human Resources Manager or Head of Campus.

The **Human Resources Manager** is responsible for coordinating the discipline and misconduct procedures and providing advice to all employees, the Principal and Commercial Director.

The **Investigator(s)** is an employee, nominated by the Principal or Commercial Director who is responsible for undertaking an investigation of the allegations of misconduct in an unbiased manner and reporting the findings to the Principal or Commercial Director.

#### 4. DEFINITIONS

**Support Person** is an individual who accompanies and provides “personal support” to the employee in meetings or hearings as defined in this policy. In the context of this policy, the support person can be a staff or union representative or another person selected by the employee. The support person **cannot** be a legal representative or act on behalf of the employee or act as a representative.

**Misconduct** occurs when an employee's behaviour constitutes transgression and contravention of Geelong Grammar School's “Code of Conduct” and/or would reasonably be regarded as unacceptable. Misconduct usually relates to inappropriate and unacceptable behaviour by an individual towards another person and/or the property of Geelong Grammar School. Repeated acts of misconduct or failure to rectify or improve behaviour and/or performance may be regarded as serious misconduct and may lead to dismissal.

**Serious Misconduct** is behaviour that is illegal, damaging, negligent or dangerous and may include but is not limited to the following: theft, fraud or deliberate falsification of records, physical violence, serious bullying or harassment, serious insubordination and serious incapability brought about by alcohol or illegal drugs. Serious misconduct may lead to instant dismissal.

**Investigator(s)** is an individual or group of people (usually senior staff) nominated by the Principal or Commercial Director in to investigate allegations of misconduct or serious misconduct.

**Independent investigation** refers to the investigation carried out by the nominated investigator. The investigator should be an employee or person not involved in the alleged incident and who it would be regarded as being able to undertake an independent investigation and not be influenced by either the employee or witnesses asked to provide evidence.

**Supervising staff** are employees responsible for supervising the work of other employees. Supervisory positions include but are not limited to roles such as Heads of Campus, Directors, Heads of Department, Heads of Faculty, Heads of House, Managers, Supervisors, Coordinators or Team Leaders.

The **Code of Conduct** is a statement that defines the behavioural expectations of employees at Geelong Grammar School.

## 5. MISCONDUCT AND SERIOUS MISCONDUCT PROCEDURE

Procedure - Misconduct and Serious Misconduct		Responsibility
<p>The misconduct and serious misconduct procedure is to be applied when the conduct of an employee breaches the "Code of Conduct" and/or is unacceptable which may include but is not limited to behaviour that is illegal, damaging, negligent and/or dangerous and as such may justify disciplinary action or dismissal. An accurate record of the events and decisions must be documented as evidence of due process.</p>		
Reporting of alleged misconduct	<ul style="list-style-type: none"> <li>All employees must immediately inform the relevant supervisory staff and/or the Head of Campus of any alleged misconduct or serious misconduct and provide any information or evidence that may substantiate the allegation. Further advice can be sought from the Human Resources Manager.</li> <li>If the available evidence supports the allegations or indicates that the allegation(s) requires further investigation, then supervisory staff in consultation with the Head of Campus and Human Resources Manager must report the allegations to the Principal (teaching and senior non teaching staff) or Commercial Director (all other non teaching staff) as soon as possible after becoming aware of the alleged misconduct.</li> </ul>	All employees
Determining if an investigation is needed	<ul style="list-style-type: none"> <li>The Principal/Commercial Director determines whether the allegation is to be investigated in accordance with the due process of this policy. In doing so, the Principal/Commercial Director will appoint someone to investigate the allegations and may request that further information be gathered to assist this determination.</li> <li>If the Principal/Commercial Director determines that there is insufficient evidence or contrary evidence that does not support the allegation, then no further action will be taken and where appropriate, all parties involved in the alleged incident will be informed that no further action is to be taken.</li> </ul> <p><b>Note:</b> Where there is perceived to be a risk to the welfare of the employee, other parties or the due process of the investigation if the employee were to remain on duty, the Principal/Commercial Director may elect to suspend the employee with pay for the duration of the investigation. The employee must be advised in writing if they are to be suspended with pay.</p>	Principal or Commercial Director

Investigation	<ul style="list-style-type: none"> <li>• The Principal/Commercial Director must appoint an independent person to investigate the allegation(s). The investigation must be completed as quickly as possible and afford due process to the employee (where possible to commence within 24 hours of being appointed by the Principal/Commercial Director).</li> <li>• The Principal/Commercial Director must write to the employee to advise that an investigation will be undertaken into the allegations of misconduct. The letter will specify the nature of the allegations and provide the name of the person appointed to undertake the investigation.</li> <li>• The investigation should be completed as quickly as possible and afford due process to the employee (where possible to commence within 24 hours of being appointed by the Principal/Commercial Director).</li> <li>• The findings from the investigation are presented to the Principal/Commercial Director.</li> <li>• The Principal/Commercial Director determines whether there is sufficient evidence to require a hearing and if so requests a meeting with the employee(s) to present the allegation(s) and associated evidence for a response. The employee should be given 24 hours notice to prepare for a hearing unless it is impractical to do so or the employee requests an earlier hearing.</li> <li>• The employee may bring a "support person" to the hearing. The support person can only act in the capacity of providing personal support and cannot represent or speak on behalf of the employee.</li> <li>• A document containing any allegations and a summary of the findings and associated evidence must be provided to the employee prior to the meeting (where possible 24 hours before the hearing). Additional time may be granted to enable the employee to respond to the allegations (approximately 24 to 48 hours).</li> <li>• If the Principal/Commercial Director determines that there is insufficient or contrary evidence to support the allegation then the employee is advised (and any other parties involved in the alleged incident) and no further action will be taken.</li> </ul>	Principal or Commercial Director and Independent investigator
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Hearing of allegation(s)	<ul style="list-style-type: none"> <li>• The Principal/Commercial Director meets with the employee and provides opportunity for the employee to respond to the allegations and evidence.</li> <li>• The Principal/Commercial Director determines whether to dismiss or uphold the allegations. If the Principal/Commercial Director decides that there is sufficient evidence to uphold the allegations then he/she must determine the disciplinary action</li> <li>• The Principal/Commercial Director must advise the employee of their decision as an outcome from the investigation and again ensure that the employee is aware of their rights and entitlements. The Principal/Commercial Director may undertake but is not limited by the following actions. <ul style="list-style-type: none"> <li>(a) verbal warning</li> <li>(b) written warning (placed on personnel file where a further indiscretion may result in further action including dismissal)</li> <li>(c) request a performance improvement plan (placed on personnel file. See also Performance Improvement Policy)</li> <li>(d) dismiss the employee (see Dismissal below)</li> </ul> </li> </ul> <p><b>Note:</b> It may be necessary for the Principal/Commercial Director to adjourn the hearing to request further information to enable a decision as an outcome of hearing</p>	Principal or Commercial Director
Dismissal	<ul style="list-style-type: none"> <li>• Where it is determined that allegations of misconduct or serious misconduct are substantiated, the Principal/Commercial Director may terminate the employment contact with the employee immediately, in accordance with the employees Terms and Conditions of Employment.</li> </ul> <p><b>Note:</b> Dismissal can only be undertaken if the allegation(s) of misconduct or serious misconduct is substantiated on the balance of probabilities and unbiased evidence.</p> <p><b>Note:</b> Employees have the right to appeal their dismissal to relevant external Tribunals, Commissions and Courts as defined by law.</p>	Principal or Commercial Director

**6. RECORDS**

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Investigation documentation and outcome from hearings	Human Resources Manager	Duration of employment and then minimum of 7 years (archived)	Human Resources or Principal's Office (Teaching Staff)
Performance Improvement Plan and summary of outcomes	Human Resources Manager	Minimum of 2 years	Human Resources or Principal's Office (Teaching staff)

**7. REFERENCES**

- Geelong Grammar School Code of Conduct
- Geelong Grammar School (Teaching Staff) Enterprise Agreement 2006
- GGS Handbook for Non Teaching Staff (2006)
- GGS policies (such as Harassment & Bullying, OH&S, Performance Management)
- Relevant Awards.