

# Disciplinary Policy

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## Scope:

This policy applies to all employees of Capricornia Training Company Ltd (CTC).

## Procedures:

The employer shall issue a verbal warning and counsel an employee for any general breach of discipline.

Should this breach continue or if there is a further serious breach of discipline, the employer shall counsel the employee that any further breach may result in termination of employment and confirm this advice in writing (Warning for unsatisfactory performance [F-1635](#) and Final warning [F-1636](#)).

Any further breach of discipline shall entitle the employer to terminate the employment of the employee.

Due to rapid changes in Federal and State Industrial Relations Legislation, the above procedures shall apply unless there is a conflict with existing Legislation (in which case the Legislation shall prevail).

Frivolous or unwarranted application for review of disciplinary decisions shall be treated as a breach of work rules and may incur further disciplinary action.

Serious or gross misconduct can result in instant dismissal without the need to go through the warning process. These include:

- Assault
- Gross insubordination
- Sexual and/or physical harassment or abuse
- Racial vilification
- Workplace bullying
- Breaches of confidentiality
- Gross misuse/unlawful use of company equipment and assets
- Fraud or theft
- Misappropriation of funds