



DISCIPLINE POLICY

“At DIG PTS, we are dedicated to creating a culture of respect, tolerance and diversity and providing support for our employees to reach their full potential in the workplace.”

POLICY

DIG Personnel and Training Solutions (DIG PTS) is committed to ensuring that when disciplinary issues arise, every employee is treated fairly and equitably, in accordance with industrial standards of natural justice and procedural fair play.

DIG PTS believes that the counselling and discipline process is about understanding and changing inappropriate and unwanted behaviours and endeavouring to correct unsatisfactory work performance to the satisfaction of both the employer and the employee. The counselling and discipline process is designed to assist in dealing with work performance and any other matters in a fair and consistent manner, ensuring that:

- The relevant parties know exactly where they stand at any given time against the requirements of the position and conditions of employment.
- The employee has been allowed the time and resources to respond, adjust and improve.
- An agreed course of action, together with specific and clearly defined outcomes, has been determined; and
- Hasty, uninformed decisions by both parties are avoided.

We will not consider terminating the employment of an employee for poor work performance or misconduct issues, unless the employee undergoes a consultation and counselling process that identifies, as necessary, appropriate support, training, instructions and written warning(s), and that the unsatisfactory performance or misconduct continues after a reasonable period of time for improvement has been allowed.

The exception, however, is in the case of serious and wilful misconduct by the employee, where instant dismissal may be justified.

Edwin Davey - Managing Director

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