

Performance Management:

Where performance issues are identified, the line manager is responsible for undertaking a formal performance management process with support and in consultation with the HR/Payroll Officer. The Manager must discuss the identified concerns with the Employee, and in consultation with the Employee, develop and document strategies to address the performance concerns. It is important that this process is appropriately documented and undertaken in line with this policy.

1. Serious Misconduct and Issuing Warnings

In cases of serious misconduct or conduct that is not consistent with Stairlock Health and Safety Procedures, the Employee will be given a formal warning (using the Stairlock Warning Record) and may be required to undertake training relevant to the area of misconduct. In some cases of serious misconduct, the Employee may have their employment terminated. Prior to any termination of employment for cases of serious misconduct, advice must be sought by the Manager from the HR/Payroll Officer in consultation with Business SA and Fair Work Australia and the issue discussed with the Managing Director prior to action being taken.

2. Initial Performance Counselling

Where the issue is not serious misconduct, but the manager is of the view that the performance of an Employee is unsatisfactory, the supervisor will first counsel the Employee on the nature of the improvement required and develop strategies to address underperformance. These strategies will be given no less than two weeks to take effect, having regard to the performance issues to be addressed.

A record of the counsel given will be documented by the Manager and given to the HR/Payroll Officer to be kept with the Employee's file.

3. Formal Advice

Where a Manager believes that initial performance counselling has not produced the desired improvements in performance and after the relevant period of time, the Manager will arrange to meet with the Employee (with coaching from the HR/Payroll Officer as required) and provide the Employee with a **Work Performance Improvement Plan** which will contain the following:

- the specific areas of performance that are considered unsatisfactory.
- the nature of the improvement required and the reasonable timeframe that improvements are required within, having regard to the performance issues to be addressed.
- the review date of the specific areas of performance (approximately 2 weeks), having regard to the performance issues to be addressed; and
- the availability of training or other resources to assist the Employee in improving (where applicable).

The Work Performance Improvement Plan is signed by both the Manager and the employee, and a copy given to the HR/Payroll Officer to be kept with the Employee's file.

4. Review of progress

The Manager will review whether the required improvement in the Employee's performance has been made. This review will occur no earlier than the date set in the written advice. Where the Manager is satisfied that the required improvements have been made, the Employee will be advised in writing with a copy given to the HR/Payroll Officer and no further action taken.

Where the Manager is not satisfied that the required improvements have been made after a minimum of 2 review periods, this is to be documented and a copy provided to the HR/Payroll Officer. Formal advice is to be sought from the HR/Payroll Officer regarding options for action in consultation with Business SA/Fair Work Australia (as required) and the Managing Director prior to action being taken.

Approved by:

Edward Lloyd

Managing Director

8/09/2023

