

POLICY DOCUMENT

VERSION 2.0 July 2019

DISCIPLINARY MATTERS

Clean and Green Recycling & Clean and Green Organics Pty Ltd (CGR/CGO) in their efforts for achieving “worlds best practice” expect all their personnel to conduct themselves in a manner that reflects well on the organization whether it be in their work efforts or while representing the company, be in the field, on site or otherwise. All employees will always conduct themselves in such a way that they act in the best interests of the company, its employees, its suppliers and customers and where appropriate, the general public.

The Disciplinary Policy has been drawn up to deal with unsatisfactory and unacceptable behaviour by employees so this can be dealt with promptly and appropriately.

The aim is to outline the company’s expectation about conduct and behaviour and this policy attempts to ensure fairness in the treatment of all employees and have a fair and systematic approach in dealing with the enforcement of CGR/CGO standards, policies and procedures and to deal with any non- conformance. CGR/CGO Disciplinary Policy is not designed to punish employees but to encourage improvement in work performance and behaviour while at work. Our attempt is for this Policy to be seen as corrective and not punitive.

In general terms, what the company expects of its staff is that they:

- Abide by the policies, standards and procedures in place at CGR/CGO,
- Treat other people in the way they themselves would want to be treated,
- Treat all property not their own with appropriate care, and
- Perform work to an agreed standard

Each case is treated on its merits. Occasionally where the case warrants more harsh punishment, more severe steps are taken.

What is misconduct?

It is not possible to include all forms of misconduct, however more obvious examples include:

- Refusal to obey a lawful order.
- Abandonment of employment
- Fraud against the company, such as falsification of records, including time records
- Negligence or carelessness which affects quality and or safety.
- Actual threatened assault at the workplace or in relation to issues involving the workplace or abuse or harassment of other people.
- Bringing alcoholic substances or drugs onto the company premises and/or consuming these without the consent of Management.
- Unauthorized possession of company property or the property of any other employee.
- Failure to abide by any other policies in place in the workplace, such as the Health and Safety Policy, Sexual Harassment Policy, Environmental Policy etc.
- Failure to demonstrate required conduct relating to issues such as attendance, time keeping, housekeeping, or wastage.

Most potential problems will be avoided if all personnel undertake to treat other people and their property in such a way that they would wish to have themselves and their property treated by others.

Emilia Mastroianni
Operations Director
1st July 2019

