

POLICY

Overview

POLICY

Discipline & Termination

Trackita Pty Ltd ("the Company") has established this policy to offer guidelines on the management of employee performance and conduct, as well as the possible disciplinary and termination steps that could ensue. This policy serves only as a general reference and aims to clarify the procedures that could be followed in specific situations.

This policy is not a contractual obligation and does not confer any contractual rights. The policy's benefits and entitlements are discretionary and should not be construed as contractually binding. Terms and conditions that are contractually binding can be found in an employee's written employment contract.

The Company reserves the right to modify, replace, or remove this policy unilaterally at any time.

Poor Performance Defined

An employee's performance is deemed insufficient when there are consistent failures to meet the expectations of their role. These expectations may be detailed in their job description, employment contract, key performance indicators, Company policies, or otherwise communicated to the employee. The employee's manager or other relevant individuals may identify poor performance, which may or may not result from formal evaluations.

Misconduct Defined

Misconduct can include, but is not limited to:

- Unauthorized absences
- Improper behavior toward colleagues, managers, or Company clients
- Dishonest or inappropriate conduct
- Instances of harassment or bullying
- Non-adherence to Company policies or procedures
- Failure to follow lawful directives from the Company or its authorized representatives
- Actions that could negatively affect the Company's reputation or professional standing, while being identified as an employee of Trackita Pty Ltd.

Trackita.

USING USER SCIENCE. DATA-DRIVEN. THINKING BOLDLY.

Consequences for poor performance or misconduct can vary depending on the severity and nature of the offense.

Disciplinary Steps

Informal Counseling

The Company may choose to engage in informal counseling with an employee to clarify expectations and improve performance or conduct. Should the issues persist, the employee could be subject to further disciplinary actions, including termination.

Formal Disciplinary Process

If the employee does not show improvement after informal counseling, a formal disciplinary process may be initiated, or it may be invoked immediately for serious offenses.

During employment, the Company may suspend an employee with full pay for investigation of serious matters. Suspension is not a penalty and does not indicate wrongdoing. Failure to comply with suspension guidelines may result in additional disciplinary actions.

Disciplinary Meeting

Employees will usually receive a written notice to attend a disciplinary meeting, which will allow them an opportunity to respond to allegations or performance issues.

Possible Outcomes

The meeting could result in various outcomes, ranging from no action to termination, depending on the situation.

Record Keeping

Records of warnings, both verbal and written, will be maintained in the employee's personnel file.

Related Policies

Employees are urged to review this policy in conjunction with other relevant Company policies such as:

- Workplace Anti-Bullying & Anti-Harassment
- Equal Employment Opportunity and Anti-Discrimination
- Code of Conduct
- Grievance Handling

