

Discipline & Termination Policy

Trackita Pty Ltd (“the Company”) sets forth the following guidelines to address employee performance and conduct issues. These procedures are designed to help both managers and employees understand how the Company may respond to insufficient performance or misconduct. However, they are intended as a general reference only and do not constitute legally binding provisions.

1. Non-Contractual Framework

- **Policy Status:** This document is not part of any employment contract and confers no guaranteed contractual rights.
 - **Company Discretion:** Trackita Pty Ltd reserves the right to modify, replace, or remove this policy at any time without prior notice.
 - **Binding Terms:** Employees should refer to their individual, written employment contracts for any terms that are contractually binding.
-

2. Defining Poor Performance

An employee’s performance may be deemed inadequate if they fail to meet the expectations associated with their role on a consistent basis. These benchmarks for success might be outlined in:

- The employee’s job description
- Their employment contract
- Key Performance Indicators (KPIs)
- Various Company policies or formal directives

Managers or other relevant personnel can identify performance shortfalls through observation, feedback, or formal reviews. Poor performance does not necessarily require a formal evaluation process to be recognized.

3. Defining Misconduct

Misconduct encompasses any behavior that violates Company standards or legal obligations. Examples include, but are not limited to:

- **Unapproved Absences:** Repeated or unexplained absences from work without authorization.
- **Inappropriate Conduct:** Rude, disruptive, or disrespectful behavior toward colleagues, supervisors, or clients.
- **Dishonesty:** Any form of deceit, fraud, or misrepresentation.
- **Harassment or Bullying:** Actions or communications that create a hostile or intimidating environment.
- **Policy Violations:** Failing to abide by official Company policies or procedures.
- **Ignoring Directives:** Willfully refusing to follow legitimate instructions issued by the Company or its authorized representatives.
- **Reputational Harm:** Any act that could adversely impact the Company's public image, particularly if the individual is identifiable as a Trackita employee.

The response to misconduct may vary based on the severity, frequency, and potential consequences of the behavior.

4. Possible Disciplinary Consequences

Disciplinary measures generally depend on the seriousness of the offense and may include (but are not limited to):

- Informal counseling or coaching
- Formal written warnings
- Performance improvement plans
- Suspension (with pay) pending investigation
- Termination of employment

Nothing in this policy limits the Company's discretion to respond immediately with serious measures, including termination, for severe misconduct.

5. Informal Counseling

For minor performance or conduct concerns, Trackita may attempt to resolve issues through informal counseling. The objective here is to:

- Clarify the problem
- Outline clear expectations and corrective steps
- Offer support or resources to help the employee improve

If problems persist or escalate, the Company may move to more formal disciplinary actions.

6. Formal Disciplinary Process

If informal interventions are unsuccessful—or the issue is sufficiently grave—Trackita may initiate a formal disciplinary procedure. The process typically includes:

1. **Investigation**
 - Gathering facts and documentation related to the alleged issue.
 - Temporarily suspending the employee with full pay, if necessary, to facilitate an unbiased inquiry. (Suspension is not an admission of guilt and should be strictly observed as directed.)
2. **Disciplinary Meeting**
 - Providing the employee written notice of the meeting, detailing the concerns or allegations.
 - Offering the employee an opportunity to respond and present any relevant information.
3. **Decision and Outcomes**
 - After evaluating all information, the Company may impose no penalty, issue a warning, require specific corrective actions, or proceed with termination of employment.

7. Record Keeping

- **Documentation:** All formal warnings and notes from disciplinary meetings will be recorded in the employee's personnel file.
- **Transparency:** Employees are entitled to know the basis of any formal action taken against them.

8. Related Policies

This Discipline & Termination Policy should be reviewed in conjunction with Trackita documents, and the documents of the client you are working for, and their documents trump our policies.

9. Policy Amendments

Trackita Pty Ltd may amend, replace, or repeal this policy at its sole discretion, with changes taking effect immediately or as otherwise stated.

Conclusion

Maintaining consistent performance and appropriate conduct is vital for both individual and organizational success. By understanding and adhering to this policy, employees help foster a respectful, productive workplace. Any questions or clarifications about this policy may be directed to Human Resources or the employee's immediate supervisor.