

# DISCIPLINARY ACTION AND DISMISSAL POLICY AND PROCEDURE FOR VOLUNTEERS

<b>Policy Title:</b>	<b>Disciplinary Action and Dismissal for Volunteers</b>
<b>Policy Type:</b>	<b>Volunteer Management</b>

## POLICY

This organisation is committed to maintaining the standard of performance of volunteers.

The volunteer's direct manager, in consultation with club's Management Committee, will take necessary steps to address any performance deficiencies or incidents of misconduct as needed.

Volunteer performance and conduct is governed by the organisation's policies and procedures, code of conduct, volunteer agreement, position description &/or task sheet and volunteer handbook, which form the conditions of employment. Where a volunteer fails to act within the scope of these conditions, this may result in termination of their position or disciplinary action.

Strict confidentiality according to the Privacy Act and compliance with the organisation's code of conduct and policies and procedures will apply to all disciplinary action and dismissals.

## PROCEDURE

### ATTENDANCE AND PERFORMANCE STANDARDS

All volunteers must contribute as outlined in the position description to achieve the required outcomes of their position.

All volunteers must attend relevant meetings as determined by the position description or task sheet or at least a significant proportion to ensure that their position's tasks and the organisation's development are not hindered by the lack of attendance.

All volunteers must attend training sessions provided or designated in the volunteer's agreement, training plan and position description /task sheets unless otherwise negotiated.

### PROCEDURE FOR DISMISSAL

In the first instance, the direct supervisor will meet with the volunteer as soon as practicable to discuss the issue/s, including the reason/s for the reprimand, the expectations of the organisation and suggestion/s for improvement.

Should this result in no improvement of performance, a meeting should be held to include the volunteer and the Management Committee or its representatives.

If this meeting results in a recommendation for dismissal of the volunteer, the Management Committee must approve the recommendations. The Management Committee reserves the right to hold a meeting with the volunteer and their direct supervisor, if required, prior to dismissal.

The direct supervisor will **immediately** dismiss a volunteer who is deliberately conducting themselves in direct conflict with the organisation's policies and procedures or codes of behaviour.

The direct supervisor then will be required to immediately notify the Management Committee, verbally followed by a written statement outlining full details of the situation.

The Management Committee representative/s will be available to provide assistance with the dismissal procedure as required.

The dismissal procedure must have a minimum of two personnel in attendance and maintain strict confidentiality according to the Privacy Act. Prior to commencement of such procedures the personnel will determine the level of documentation required and confirm acceptance by the individual.

All dismissals will be advised verbally and in writing and will result in membership privileges being revoked, the return of any organisation uniform items issued to the volunteer and any other equipment, keys or property owned by the organisation.