"The Safer Option"

DISCIPLINE and TERMINATION POLICY STATEMENT

Purpose

The purpose of this policy is to outline how Riverina Traffic Services Pty Ltd undertakes disciplinary action when necessary in managing its employees. It aims to ensure that employees understand the potential consequences of discipline and termination, as well as their rights. This policy provides employees and management with a clear understanding of the procedures to be followed.

Scope

This policy applies to all employees of Riverina Traffic Services Pty Ltd. The scope of this policy is not limited to the workplace or work hours; it extends to all out-of-work conduct that may impact Riverina Traffic Services Pty Ltd's reputation. In circumstances where an employee's behaviour or conduct may involve a breach of any Australian law, Riverina Traffic Services Pty Ltd may notify the police or other relevant government authorities.

Grounds for Disciplinary Action

An employee may be subject to disciplinary action for matters relating to their performance, capacity, or conduct, including (but not limited to) the following:

- **Unsatisfactory Performance**
- **Unacceptable Conduct**
- **Deliberate or Serious Misconduct**

What Constitutes Poor Performance

An employee's performance will be considered poor or unsatisfactory if the employee is repeatedly not meeting the requirements of their role (as set out in the employee's position description, contract of employment, key performance indicators (if any), Code of Conduct, and Riverina Traffic Services Pty Ltd policies). Poor performance may be observed by the employee's manager or other relevant staff and may be the result of a formal performance appraisal.

What Constitutes Misconduct

Misconduct includes, but is not limited to:

- Unsanctioned absenteeism
- Unacceptable behaviour towards managers, team leaders, clients, and employees of Riverina Traffic Services Pty Ltd
- Inappropriate or dishonest behaviour in the workplace
- Any instances of harassment and/or bullying
- Non-compliance with Riverina Traffic Services Pty Ltd policies, procedures, or practices
- Failure to follow lawful and reasonable directions from senior management or any other authorized representative of Riverina Traffic Services Pty Ltd

Disciplinary Steps

Depending on the nature of the poor performance or misconduct, Riverina Traffic Services Pty Ltd may take a number of disciplinary steps. The action taken will depend on the nature and severity of the employee's conduct. The steps below are listed in order of seriousness but do not need to be followed sequentially. The order in which they are implemented is at the discretion of Riverina Traffic Services Pty Ltd senior management.

Informal Warning

Before any formal disciplinary action, Riverina Traffic Services Pty Ltd senior management may hold an informal meeting with the employee to assist them in understanding workplace practices, required conduct, performance levels, or any other matter deemed unsatisfactory. The employee may have a support person present. If the employee continues the conduct or poor performance discussed, they may be subject to further disciplinary procedures, up to and including termination.

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Verbal Warnings

If the employee's performance or conduct does not improve following the informal meeting, a verbal warning may be issued. This warning will be conducted confidentially, and the employee will have the opportunity to have a support person present. The meeting will document:

- Reasons for the employee's unsatisfactory performance or conduct
- The employee's response to the issues
- Notification that continued poor performance or misconduct may result in further disciplinary action, up to and including termination

Written Warnings

A written warning may be issued if concerns about an employee's performance or conduct persist. This may follow an informal meeting or verbal warning or be issued immediately for serious matters. The employee will attend a meeting and may bring a support person. The meeting will cover:

- Specifics of the employee's performance or misconduct
- The employee's response to the issues

If the response is unsatisfactory, a written warning will be issued, detailing:

- Performance or misconduct issues and required improvements
- Why the employee's response was unacceptable
- A timeframe for improvement
- Potential further disciplinary action, up to and including termination

Termination of Employment

Continued poor performance or misconduct may lead to termination of employment, with notice or payment in lieu for permanent employees. The number of warnings prior to termination may vary depending on the circumstances. A support person may attend any meeting that may result in termination.

Serious Misconduct and Summary Dismissal

Serious misconduct, which can lead to immediate termination without notice, includes but is not limited to:

- Material breach of the employment contract
- Wilful neglect of duties or improper use of the employee's position
- Violation of laws or regulatory rules
- Diverting business away from Riverina Traffic Services Pty Ltd
- Serious conflict of interest or dishonest behaviour
- Providing false or misleading information
- Conviction of a criminal offence impacting the company
- Theft, drug or alcohol abuse, or behaviour endangering health, safety, or the company's reputation

An investigation will be conducted to determine if misconduct warrants summary dismissal. The employee may bring a support person to any meeting regarding serious misconduct.

Role of Support Person

A support person provides guidance and advice but does not actively participate in meetings. They may take notes on the employee's behalf.

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Record Keeping

Records of verbal and written warnings, as well as terminations, will be placed in the employee's personnel file. Employees and senior management should read this policy in conjunction with other relevant Riverina Traffic Services Pty Ltd policies, including:

- Workplace Behaviour Policy Statement
- Equal Opportunity - Discrimination Policy
- Code of Conduct Policy
- Grievance Resolution Policy

Signed by Chief Executive Officer:

Shane Egan: …… 12/02/2026

(Name) (Signature) (Date)

Owner	Riverina Traffic Services Pty Ltd
Date of Adoption/Amendment	**Revision No:**
April 2023	Original
February 2024	1
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