



**AUSTRALIAN MINERAL
& WATERWELL DRILLING**

ABN 48 127 948 850

**PERFORMANCE MANAGEMENT,
DISMISSAL & DISCIPLINARY
ACTION POLICY**

CREATED AUGUST 2011

AMENDED MAY 2014:

AUTHORISED BY

VAUGHAN CULLEN

PERFORMANCE MANAGEMENT, DISMISSAL & DISCIPLINARY ACTION POLICY

1. Purpose

The purpose of this policy is to define AMWD's procedures with respect to performance management and where necessary, disciplinary actions and dismissal of personnel.

2. Scope

The scope of this policy includes performance management and disciplinary actions for all employees.

3. Guidelines

- **Application**

This policy applies to all employees.

All new employees shall read this policy as part of their induction to the site and will sign an acknowledgment form that they understand all requirements in this policy and will comply with them during their employment.

In particular, supervisors and management, must follow these procedures whenever dealing with employees who demonstrate poor performance in the workplace and with any breach of company policies.

- **Verbal Warnings.**

- In situations where a driller feels that a particular employee is not performing to an acceptable standard, or has breached company standards and policies, he can speak to that employee about the matter as a first step in resolving the matter. This doesn't count as an official verbal warning.
- If the situation cannot be resolved by the driller, he must contact a supervisor and the supervisor will speak to both the driller and the employee about the matter. If the supervisor decides that an official verbal warning is required he will speak to the employee and explain that an official verbal warning is being given, and that unless there is improvement in work standards, attitude, behavior etc. there will be further disciplinary action.
- Whenever a supervisor has issued an official verbal warning, he must advise the office, and a note must be placed in the personnel file, with details of that verbal warning.

- **Written Warnings**

- In cases where a verbal warning fails to resolve problems in performance or behavior, a written warning may be given.
- If a supervisor feels that it is necessary he may request that a written warning be issued to an individual employee.
- Written warnings can only be issued by management.
- No written warnings will be given without speaking to the individual involved
 - The written warning must be signed by the employee and by the manager.

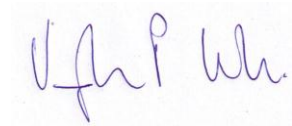
- **Withdrawal of Production Bonus**

- In some cases an employee, or several employees may be denied the payment of production bonus for a specified period, as a part of disciplinary procedures.

- Any employee who is denied bonus payment must be advised both verbally and in writing of the reason for being denied bonus payments, and for the length of time that bonus will be denied. This can be for a time period or in some instances will be for a specific dollar amount.
- Reasons for denial of production bonus may include but is not limited to:
 - Neglect leading to damage of equipment
 - Damage to accommodation rooms or premises
 - Removal from site at the request of a client
 - Bad, unruly, or abusive behavior which impacts on the reputation of the company
 - Deliberate breach of company policies
- **Termination of Employment**
 - In cases of summary dismissal, an employee may have their employment terminated immediately and without notice. In such cases employees are not entitled to notice or payment in lieu of notice.
 - Reasons for summary dismissal include but are not limited to:
 - Theft of Company property or the property of clients or accommodation owners
 - Removal of an individual from a client worksite for any reason
 - Loss of drivers license
 - Criminal conviction
 - Wilful damage to equipment
 - Breach of conditions of the Drug and Alcohol Policy
 - Fighting with other employees on or off the worksite
 - Abandonment of employment. If an employee leaves the worksite without notice or fails to attend the worksite when rostered on and fails to notify the company, they will be deemed to have abandoned their employment
 - **Termination of employment may occur within the initial six months of employment (The probationary period), if the employee fails to perform as expected, or shows unacceptable behaviour. The employee must be given at least one official verbal warning, and must be given due notice of the impending termination of employment.**
 - Employees who have been more than six months with the company, can have their employment terminated in some circumstances, for reasons not covered in summary dismissal. In those instances it is required that they would receive, as a minimum, at least one official verbal warning and one written warning prior to dismissal. The employee must be given prior notice that termination of employment will occur if they fail to meet standards of work or behaviour as will be explained to them.
- **Fair and Equitable Treatment**
 - In dealing with all cases of disciplinary action, the Company undertakes to give all employees the opportunity to explain their actions.

- If any employee chooses not to attend any mediation or interview session this must be noted on their file.
- An employee may request a third party to
- Attend a mediation or interview session

Vaughan Cullen

A handwritten signature in blue ink, appearing to read 'V. Cullen', is centered on the page.

Managing Director

AMWD PTY LTD

MAY 2014

PERFORMANCE MANAGEMENT, DISMISSAL & DISCIPLINARY ACTION POLICY ACKNOWLEDGEMENT

I acknowledge that I have received, read and understood the AMWD Performance Management, Dismissal & Disciplinary Action Policy

Policy and/or that it has been explained to me. I also understand that agreeing to comply with these measures form part of my conditions of employment.

Employee Name: _____

Employee Signature: _____

Date: ____/____/____

Disciplinary Action Advice

VERBAL WARNING NOTICE

NAME OF SUPERVISOR:.....

NAME OF EMPLOYEE:

**REASON FOR
WARNING**.....
.....
.....
.....
.....

Employee

AMWD Company Supervisor

(Signature) _____

(Signature) _____

Date ___/___/___

Date ___/___/___