**MANAGING MISCONDUCT FLOWCHART**

**Issue Formal Written Notice to attend meeting.**

**Decide on appropriate action. This may involve a further meeting and a Final Written Warning or Termination.**

**NOTE: Prior to termination, ensure you have made every attempt to address the issue(s), including giving the employee an opportunity to improve/rectify.**

**As part of your Risk Management Policy, it is recommended that you contact Workwise Advisory Services prior to undertaking disciplinary procedures.**

**Employee breaches your Policy and Conduct Documentation.**

**If allegations not substantiated close matter. If substantiated, move to Step 2 & 3**

**If employee does not qualify, provide employee with written record of outcome and close matter. If not, move to Step 4**

**STEP 4**

**Resolved - No breach**

**STEP 3**

**Meet to provide employee with the opportunity to reply.**

**Resolved - No breach**

**Investigate and confirm breach**

**STEP 2**

**STEP 1**

**Misconduct identified**

**Example:**

* **Failure to follow Policy**
* **Poor Conduct or Poor Attitude**