**MANAGING UNACCEPTABLE/UNSATISFACTORY PERFORMANCE FLOWCHART**

**STEP 4**

**STEP 3**

**STEP 1**

**STEP 2**

**If poor performance issue is RESOLVED provide employee with written record of achievement and return to normal cycle. If not, move to Step 4**

**If Unacceptable/Unsatisfactory**

 **performance issue is resolved return to normal cycle.**

**If not, move to Step 2 & 3**

**Employee Performance Development Cycle as per your Policy and Procedure Documentation.**

**Decide on appropriate action if performance remains at sub-standard level. 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.**

**Resolved?**

**Meet to follow up & review Performance Action Plan.**

**Formal counselling - meet and agree on Performance Action Plan and timeline to address behaviours. Refer to Action Plan document and issue *Formal Written Warning*.**

**Resolved?**

**Early intervention and informal counselling could include verbal warning**

**Unacceptable/Unsatisfactory**

**performance identified e.g.**

* **Failure to follow policy**
* **Poor performance**
* **Poor attitude**

**As part of your risk management policy, it is recommended that you contact Workwise Advisory Services prior to undertaking disciplinary procedures.**