**MANAGING UNACCEPTABLE/UNSATISFACTORY PERFORMANCE FLOWCHART**

STEP 3

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

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.

Resolved?

Unacceptable/Unsatisfactory

performance identified e.g.

* Failure to follow policy
* Poor performance
* Poor attitude

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

STEP 1

Early intervention and informal counselling could include verbal warning

If Unacceptable/Unsatisfactory

performance issue is resolved return to normal cycle.

If not, move to Step 2 & 3

STEP 2

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

STEP 4

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