

MISCONDUCT POLICY

Purpose:

The purpose of this policy is ensure that employees and volunteers are aware of behaviour that could amount to misconduct and that all relevant parties are aware of Maldon Neighbourhood Centre's policy for dealing with misconduct.

Definitions:

Misconduct

Where an employee or volunteer engages in misconduct or alleged misconduct, the processes in the Neighbourhood Houses and and Adult Community Education Centre Collective Agreement 2016 will be followed.

Behaviour amounting to misconduct includes, but is not limited to, the following:

- failing to obey lawful and reasonable instructions of Maldon Neighbourhood Centre;
- failing to follow defined policies, procedures and rules;
- failing to share relevant information with Maldon Neighbourhood Centre;
- unacceptable disruptive behaviour;
- criminal conduct including theft, fraud, assault
- unauthorised absence from the workplace; and
- repeatedly being late for work without lawful excuse.

Scope:

This policy applies to all employees and volunteers of the Maldon Neighbourhood Centre.

Policy:

Maldon Neighbourhood Centre expects employees and volunteers to observe acceptable standards of behaviour as outlined in the Code of Conduct policy.

Employees and volunteers must not engage in behaviour that amounts to misconduct whilst at the Maldon Neighbourhood Centre. This includes where employees and volunteers are working on site or off-site, attending a work-related conference or function, or attending a client or other work-related event, including retreats and social events.

Maldon Neighbourhood Centre may discipline an employee or volunteer who engages in unacceptable behaviour and breaches the MNC Code of Conduct.

In the case of misconduct there may a warning or employment/volunteer agreement may be terminated with or without notice, depending on the level of seriousness of the misconduct and any mitigating factors.

Related Documents

Code of Conduct

Adult Community Education Centre Collective Agreement 2016

Policy Reference Number: POL2019002

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Date last reviewed:

Date for next review: 20/08/2022