



Policy Name:	Disciplinary Policy
Attention:	LSH Group Australia Employees
Version:	1.0
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Effective From:	1 st April 2026
Approved By:	GCEO / Corporate Review / MD

Disciplinary Policy

1. Purpose

This policy outlines a fair, consistent, and legally compliant process for managing misconduct, performance concerns, and breaches of Company policies at LSH Group Australia.

The objectives are to:

- Ensure procedural fairness and natural justice.
- Address and correct inappropriate behaviour.
- Maintain a safe, respectful, and productive workplace.
- Minimise legal and compliance risks.

2. Scope

This policy applies to all employees, including:

- Full-time
- Part-time
- Casual
- Probationary employees

Across all departments (Sales, Service, Parts, Finance, Administration, and Management). Where an employee is covered by a modern award or enterprise agreement, that instrument will prevail where inconsistent.

3. Guiding Principles

The Company will ensure:

- Procedural fairness (natural justice) in all disciplinary matters.
- Employees are informed of allegations and given a genuine opportunity to respond.
- Decisions are evidence-based and proportionate.
- Consistency in the application of disciplinary outcomes.
- No unreasonable delay in handling matters.

Disciplinary action will always consider:

- The seriousness of the conduct.
- The employee's employment history.
- Any mitigating circumstances.

4. Types of Misconduct

4.1 Minor Misconduct



Examples include (but are not limited to):

- Repeated lateness or unexplained absence.
- Failure to follow lawful and reasonable directions.
- Unsatisfactory performance or neglect of duties.
- Minor breaches of Company policy.
- Inappropriate or unprofessional behaviour.

4.2 Serious Misconduct

Serious misconduct is conduct that may justify summary dismissal under the *Fair Work Act 2009* and includes:

- Theft, fraud, or dishonesty.
- Harassment, bullying, discrimination, or sexual harassment.
- Being under the influence of drugs or alcohol at work.
- Serious breaches of Work Health & Safety obligations.
- Violence, threats, or aggressive behaviour.
- Serious breach of Company policies or lawful directions.
- Falsification of records (e.g. payroll, customer, or sales records).

5. Disciplinary Process

5.1 Informal Action

For minor issues:

- A manager may address concerns through informal counselling, verbal or written warning.
- Expectations for improvement will be clearly communicated.

5.2 Formal Disciplinary Process

Step 1: Investigation

- The Company will conduct a fair and impartial investigation.
- This may include interviews, document reviews, and gathering evidence.
- The employee will be informed of the allegations and given an opportunity to respond

Step 2: Show Cause / Disciplinary Meeting

- The employee will be invited to a meeting with reasonable notice (generally at least 24 hours).
- The employee may bring a support person (not a legal representative unless approved).
- The allegations and potential consequences will be clearly explained.

Step 3: Outcome

Following consideration of all information, the Company may determine:

- No further action.
- First written warning.
- Final written warning.
- Suspension (with or without pay, where appropriate and lawful).
- Termination of employment.



5.3 Written Warnings

Written warnings will include:

- Details of the conduct or issue.
- Expected standards of behaviour.
- Required improvements.
- Review period (typically 2–8 weeks).
- Consequences of further breaches.

Warnings will generally remain on file for 12 months, unless otherwise required.

6. Suspension

The Company may suspend an employee:

- While an investigation is conducted.
- Where there is a risk to safety, business operations, or evidence.

Suspension will generally be with pay, unless otherwise permitted by law or contract.

7. Termination of Employment

7.1 Termination with Notice

May occur where:

- Misconduct or performance issues continue despite warnings.
- The employment relationship is no longer viable.

Notice will be provided in accordance with:

- Employment contracts.
- The *Fair Work Act 2009*
- Applicable Awards or Agreements.

7.2 Summary Dismissal (Without Notice)

In cases of serious misconduct, employment may be terminated without notice, consistent with the *Fair Work Act 2009*.

8. Appeals

Employees may appeal a formal disciplinary outcome by:

- Submitting a written appeal within 5 business days

The appeal will be reviewed by HR and/or a senior manager not previously involved, where practicable.

9. Responsibilities

Managers

- Apply this policy fairly and consistently.
- Maintain appropriate documentation.



- Seek HR guidance before taking formal disciplinary action.

Human Resources

- Provide advice and ensure legal compliance.
- Support investigations and outcomes.
- Monitor consistency across the business.

Employees

- Comply with Company policies and lawful directions.
- Participate in processes in good faith.

10. Record Keeping & Confidentiality

- All disciplinary matters will be documented and securely stored.
- Records will be maintained in accordance with legal obligations.
- Information will be treated confidentially and disclosed only where necessary.

12. Policy Status

This Policy does not form part of any employee's contract of employment. It is a lawful and reasonable direction of the Company with which compliance is required. Any statement in this Policy about what the Company will or will not do does not create a legally binding obligation on the Company.

This Policy may be amended from time to time to reflect changes in legislation, regulatory requirements or organisational needs