



Disciplinary Policy

This is a high-level summary for all staff. Full details are set out in the Disciplinary Policy.

Purpose

This policy explains how LSH Auto Australia manages misconduct and performance concerns in a fair, consistent, and lawful way.

It is designed to:

- Support a respectful and safe workplace
- Ensure fair treatment of all employees
- Provide an opportunity to address and improve concerns

This policy aligns with the *Fair Work Act 2009*.

Who This Applies To

This policy applies to all employees (full-time, part-time, casual, and probationary).

If you are covered by an Award or Enterprise Agreement, those conditions will apply where they differ.

Our Approach

We are committed to:

- Treating employees fairly and respectfully.
- Explaining concerns clearly.
- Giving you a genuine opportunity to respond.
- Making decisions based on facts and evidence.

Types of Misconduct

Minor Misconduct

Examples include:

- Repeated lateness or unexplained absence.
- Not following reasonable instructions.
- Poor performance or minor policy breaches.
- Unprofessional behaviour.

Serious Misconduct

Examples include:

- Theft, fraud, or dishonesty.
- Bullying, harassment, or discrimination.
- Being under the influence of drugs or alcohol at work.
- Serious safety breaches.
- Violence or threatening behaviour.
- Falsifying records.

Serious misconduct may result in immediate dismissal.

Disciplinary Process

1. Informal Action

For minor issues:

- Your manager may speak with you and outline expectations for improvement.

2. Formal Process

If issues continue or are serious:

Step 1: Investigation

- We will review the situation and gather information.
- You will have the opportunity to respond.

Step 2: Meeting

- You will be invited to a meeting (usually with at least 24 hours' notice).
- You may bring a **support person**.

Step 3: Outcome

Possible outcomes include:

- No further action.
- Written warning.



- Final warning.
- Suspension (where appropriate).
- Termination of employment.

Warnings

If issued, warnings will outline:

- The issue
- Expectations for improvement
- Timeframes for review
- Consequences if issues continue

Warnings are generally kept on file for 12 months.

Termination

Employment may end where:

- Issues continue after warnings, or
- Serious misconduct occurs.

Notice will be provided where required by law or contract.

Serious misconduct may result in termination without notice.

Your Rights

- You will be informed of concerns and given a chance to respond.
- You may bring a support person to meetings.
- You may appeal a formal outcome within 5 business days.

Confidentiality

All disciplinary matters are handled confidentially and shared only where necessary.

Breaches of Policy

Failure to comply with this Policy, related policies, or applicable laws may result in disciplinary action, up to and including termination of employment. The Company may recover costs arising from misuse or breaches to the extent permitted by law.

Acknowledgement

I acknowledge that:

- I have read and understood the Disciplinary Policy – One Page Summary;
- I understand this summary does not replace the full **Disciplinary Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand that non-compliance may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Disciplinary Policy** which is available on the intranet.