

DISCIPLINE POLICY

The management of Klau Geomatics Pty Ltd expects that employees will conduct themselves in such a way that they abide by company policies, OH & S Regulations and act in the best interest of the company, its employees, its suppliers and customers and where appropriate the general public. In general terms, what Klau Geomatics Pty Ltd expects of all that they:

- Abide by company, safety and OH&S policies in place,
- Treat other people in the way they themselves would want to be treated,
- Treat all property with appropriate care which is not their own.
- Perform work to an agreed standard.

Allegations of unacceptable work performance and/ or misconduct should be dealt with according to the following procedure. All employees should recognise that termination is a possible outcome, especially in cases of serious misconduct. The procedure is designed to ensure that every incident is investigated fully in a way, which is fair to the employee(s) concerned.

Most potential problems will be avoided if all personnel undertake to treat other people and their property in such a way that they wish to have themselves and their property treated by others.

The three steps disciplinary procedure that will be adopted by Klau Geomatics Pty Ltd:

As part of the investigation of allegations of poor performance and/or misconduct against an employee, a meeting will be held at which the allegations will be outlined and the employee will be given an opportunity to respond to those allegations. Following this the appropriate outcome will be decided. It may be the case that once the investigation is completed, no action is taken against the employee. While, as a minimum, two warnings will apply in most cases, circumstances in a particular case may require otherwise.



Robert Klau
Director
Klau Geomatics Pty Ltd