

Policy 21

Disciplinary Procedures Policy



DATE LAST REVIEWED:	New
DATE OF THIS REVIEW:	13 August 2018
REVIEWED BY:	Tom Floyd
APPROVED BY:	Peggy Millios, Peter Millios
RELEVANT STANDARDS:	Not Applicable
POSITION DESCRIPTION(S):	Chief Executive Officer (CEO) Principal Compliance Officer Accounts and Administration Officer
REFERENCE MATERIAL:	Participant Handbook – Apprentice and Trainee Participant Handbook – Fee for Service

Scope/Purpose

Learners who are unruly, offensive, or conduct themselves in a manner toward Paraskevi International staff or other learners will be dealt with in accordance with our disciplinary procedures set out in the handbook. In the event of suspension or expulsion of a student our Fees and Charges and Refund Policy will apply. We encourage all personnel to commit to maintaining an encouraging and supporting environment to ensure a safe place for learning for all. In order to maintain a fair, consistent and logical work discipline all personnel are subject to the following procedures detailed below.

Procedure

Stage 1 – Verbal Warning

The normal action in the first instance of a failure to meet business standards will be a verbal warning by an Educator or Management. In more serious cases, stage 1 will be bypassed and a first or second written warning will be issued.

Stage 2 – First Written Warning

Continued failure to reach business standards or a more serious breach of discipline will justify a First Written Warning.

Stage 3 – Second (Final) Written Warning

Continued failure to reach standards or a more serious breach of discipline will justify a second (final) written warning.

Stage 4 – Dismissal

On the third instance of an individual's failure to reach standards or a more serious breach of discipline, a person may be dismissed immediately with or without notice according to the circumstances if, in spite of verbal and written warnings, he/she fails to reach the business's required standards. In the event that a learner is suspended or expelled, that student's enrolment will be cancelled.

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Notwithstanding the procedures outlined above, a student may be suspended or expelled immediately without notice or prior warning in the case of a serious incident or bad behaviour.

Suspension or Expulsion

Notwithstanding the “Disciplinary Procedures” outlined in this policy, suspension or expulsion, without notice, can occur where an individual is involved in:

- Deliberately breaking the law
- Theft
- Damage to property
- Immoral or indecent behaviour
- Sexual harassment
- Gross insubordination
- Falsifying student or company records
- Malicious or slanderous acts, which may cause the business damage or disrepute
- Gross breach of security, trust or confidentiality
- Gross breach of compliance requirements
- Poor attendance
- Malicious gossiping, constant foul language, intimidating body language or speech and bullying in the workplace or at school

Should a learner be suspended or expelled from Paraskevi International, that persons enrolment will be cancelled.

Paraskevi International values:

- A Safe environment
- Respect for the individual
- An Encouraging culture
- Commitment to Excellence
- People achieving their potential
- A Fun place for all

Learners who behave in such a manner that undermines these values will be addressed.