



## DISCIPLINARY POLICY

BPM Health's objective is to provide employees with clear information about the rationale behind any performance-related or disciplinary actions, the strategies employed to facilitate improvement, and the potential consequences of disciplinary procedures related to misconduct and serious misconduct.

When employees engage in behaviour that undermines our ability to provide high-quality service to our customers, goes against our code of conduct, or in any way negatively impacts our company, goals, or reputation, disciplinary measures may be initiated.

The purpose of this policy is to ensure that employees understand the reasons for performance-related or disciplinary actions, the interventions, and strategies in place for enhancement, and the potential outcomes associated with disciplinary procedures related to misconduct and serious misconduct.

### 1. Scope

This policy applies to all employees who work for BPM Health.

### 2. Policy

BPM Health will provide a structured, transparent, and equitable disciplinary process where managers and employees can discuss deficiencies in performance and/or conduct, and, where appropriate, implement a planned and agreed strategy to ensure the underperformance or misconduct is not repeated.

### 3. Procedure

When there are concerns about unsatisfactory work performance and/or conduct, a meeting will be arranged between the employee and their manager to address these issues. While a support person may accompany the employee to the meeting, it's important to note that this support person should not act as an advocate for the employee.

During this meeting, the employee will have the opportunity to respond to any allegations raised and present any mitigating circumstances. BPM Health will carefully consider all responses and determine the appropriate course of action.

The disciplinary action taken will be case-specific, taking into account various factors, including the employee's responses and whether they have received prior counselling or warnings regarding their performance or conduct.

In cases of severe performance or conduct deficiencies, disciplinary action may be initiated, which may encompass actions such as performance counselling, issuing warnings, or even termination of employment, among other measures.

Upon considering the response, should it be determined no further action is required, BPM Health will communicate this to the employee to inform them of this decision.



**Policies Control**

Current from	March 16th 2024
Replaces versions dated	N/A
Approved by	Director