
Disciplinary Actions Policy and Procedure

A. *POLICY*

Healthy Business Training Academy (hereafter referred to as "The Academy" or "HBTA") recognises that the majority of clients are responsible adults, therefore incidents which require disciplinary actions are rare events. It also recognises that most clients are enrolling in self-paced programmes and therefore may find that this policy has limited relevance.

The Academy has a policy of **zero tolerance** for:

- Discriminatory language and actions
- Swearing and verbal abuse of students and staff
- Sexual Harassment
- Bullying or violence
- Breaches in Duty of Care

This policy applies equally to staff and students.

Staff are expected to model high standards of behaviour and personal conduct, therefore reinforcing the ethos of the Academy by practical example.

All clients and staff shall be given access to the Codes of Conduct required in their Induction Programs, manuals and independent policies, such as Sexual Harassment.

Contracts of Employment or Study Contracts shall also specify Codes of Conduct and the consequences of breaches.

Where an action by a client or staff member warrants a disciplinary action, the person shall be taken aside and counselled in Private.

Serious breaches of discipline shall warrant investigation and remedies of a sterner nature that may be referred to an external agency, if not able to be dealt with on campus.

Clients undergoing disciplinary actions have the right to pursue appeals against such actions under STU-POL-005 Complaints policy. This shall be supported in the interests of natural justice.

B. *PRINCIPLES*

Where disciplinary action of either clients or staff is required, the following principles shall be adhered to:

- the rights of all parties shall be respected at all times
- all disciplinary action shall occur outside of the workshop environment
- the individual subject to disciplinary action shall receive written notice of the action and a copy of this policy
- the individual subject to disciplinary action shall be allowed to bring a support person to any counselling and/or mediation session
- all complaints leading to the disciplinary action and all actions resulting from the disciplinary action shall be documented and placed on the relevant client's and/or staff member's permanent file, signed by that individual
- all matters relating to the disciplinary action shall be treated as confidential and privileged, unless referral to the police, DETE or other entity is required by law

C. PROCEDURES UNDER THIS POLICY

Where disciplinary action of either clients or staff is required, the following principles shall be adhered to:

1. the person committing the breach shall be taken out of the classroom or place where the misconduct was committed;
2. the person shall then receive a copy of this policy and be apprised of their rights, including the right to make an appeal
3. the person shall be counselled in private and an agreement on future conduct secured
 - where the infringement relates to client studies, absenteeism or failure to comply with course requirements, the client may be required to sign a study contract
 - the first confirmed instance shall result in an informal caution being issued with a notation on the individual's permanent record at the Academy
 - a second confirmed instance shall result in formal written caution being issued which shall be signed by the individual and the Director of Studies.
 - a third confirmed instance shall result in suspension of enrolment unless the breach is of a serious nature, in which case the enrolment shall be cancelled, no refunds approved and, where appropriate, the matter referred to the police or other appropriate agency
4. failure to observe Duty of Care serious harm to an individual/s or damage to property, either by a staff member or client, may result in immediate suspension or cancellation of enrolment (or employment) with the Academy and the matter referred to the police or other appropriate agency

D. RELATED POLICIES

STU-POL-001	Student services	PPM--004
STU-POL-002	Anti-discrimination	PPM-004
STU-POL-005	Complaints	PPM-004
STU-POL-009	Sexual harassment	PPM-004
OHS-POL-004	Violence and bullying	PPM-006

E. RELATED POLICY AND PROCEDURAL MANUALS

PPM-002	Human resources	PPM-002
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F. RELATED INTERNAL DOCUMENTS

MAN-STU-001	Student manual	PPM-004
MAN-TRA-001	Trainers manual	PPM-002