

MANAGING UNSATISFACTORY WORK PERFORMANCE POLICY

Policy number	CWAA 0006	Version	1
Drafted by	Simon Hemmings	Approved by MC on	7 June 2023
Responsible person	Simon Hemmings	Scheduled review date	1 Jan 2025

PURPOSE

This policy sets out the policy and process for dealing with unsatisfactory performance of employees within Cycling Without Age Australia.

SCOPE

This policy applies to all volunteers and employees of Cycling Without Age Australia., except casual employees and employees within their probationary period.

POLICY

Where Cycling Without Age Australia. identifies unsatisfactory performance, Cycling Without Age Australia. will take action to address the performance issues. Action taken to address unsatisfactory work performance will be consistent with the principles of procedural fairness.

Where, over time, an employee has failed to achieve the standards set by the organisation, or has acted in a manner which is contrary to the required codes of conduct, they should be advised of the organisation's requirements in these matters.

In order to maximise the potential of employees, it is important to provide feedback on the way they are undertaking their tasks, to coach them to achieve better performance on the job, and to counsel them when problems occur.

AUTHORISATION



Secretary of Management Committee

Date: 7th June 2023

Cycling Without Age Australia