

Disciplinary Policy

Objective of the Policy

The objective of the discipline policy is to establish reasonable and consistent standards of behaviour contributing to effective work and high productivity. All employees must meet the standard of conduct and rules of employment.

Role of Line Management.

It is each Manager's responsibility to maintain the discipline of his immediate subordinates and, ensure that employees observe rules and reasonable instruction. Managers must be strict about unsatisfactory behaviour and unacceptable standards of work, but must at the same time ensure that any disciplinary action is justified and fairly administered.

Any administration of disciplinary action should be used by Managers to correct undesirable behaviours rather than punitive in purpose. Wherever possible, the aim should be to persuade the employee to change their behaviour to conform to the accepted rules of the Company.

Disciplinary action may be taken against an employee for actions taken out of work hours, as well as during work time, especially if company property is involved.

This requires Managers to explain to the employee concerned, the following:

- Terms of service and conditions of work;
- The duties required of them and the work standards that are expected;
- The rules of employment and the circumstances that can lead to further disciplinary action, suspension and dismissal.

Role of the Personnel Department.

The Personnel Department's role is to provide advice on the employee's previous history, where known, to give guidance on precedent and to ensure, as far as possible, that disciplinary measures are applied consistently and fairly throughout the Company.

NBPOL has created a disciplinary procedures handbook which details; The general rules of employment; formal procedure for disciplinary actions, definitions of poor behaviour, unacceptable behaviour, misconduct and gross misconduct; essential procedural steps in handling a disciplinary investigation and associated authorities required; company standard disciplinary letters in English and Tok Pisin; The appeal procedure.

The disciplinary procedures handbook is available to all staff.

This policy applies to all operations of the NBPOL Group in Papua New Guinea

Last reviewed June 2009