

Performance Management and Disciplinary Action Policy

At Awaken Energy, we are committed to maintaining a high-performance culture and ensuring employees receive clear feedback, guidance, and support to meet expectations. This policy outlines our approach to performance management and disciplinary action to ensure consistency, fairness, and compliance with Australian employment laws.

This policy applies to all employees and contractors of Awaken Energy. It covers performance expectations, feedback mechanisms, disciplinary actions, and dispute resolution processes.

Performance Management

We encourage a proactive approach to managing performance through:

- **Clear Expectations:** Employees will receive clear job descriptions, goals, and performance benchmarks.
- **Regular Feedback:** Ongoing performance discussions between employees and managers.
- **Performance Reviews:** Formal evaluations conducted periodically to assess progress and identify areas for improvement.
- **Training and Development:** Opportunities for skill enhancement and professional growth to support performance improvement.

Managing Underperformance

If an employee's performance does not meet expectations, the following steps will be taken:

1. **Informal Discussion** – A manager will provide constructive feedback and outline expectations for improvement.
2. **Performance Improvement Plan (PIP)** – If underperformance continues, a structured improvement plan will be implemented, including specific objectives and timelines.
3. **Review and Monitoring** – Regular check-ins will be conducted to assess progress.
4. **Final Review** – If no improvement is made, disciplinary action may be considered.

Disciplinary Action

Disciplinary action may be taken in cases of:

- Repeated underperformance despite support measures.
- Misconduct, including breaches of workplace policies, inappropriate behaviour, or serious negligence.
- Gross misconduct, such as fraud, harassment, discrimination, or workplace violence.

The disciplinary process includes:

1. **Verbal Warning** – Initial informal warning recorded for minor issues.
2. **Written Warning** – Formal notification outlining concerns and expected corrective actions.
3. **Final Warning** – A serious warning indicating that further breaches may result in termination.
4. **Termination** – Dismissal due to continued underperformance or serious misconduct.

Employee Rights and Appeals

- Employees have the right to respond to performance concerns and disciplinary actions.
- Employees may request a support person during meetings related to performance or disciplinary matters.
- Employees may appeal disciplinary actions through an internal review process.

Compliance with Australian Laws

This policy complies with:

- **Fair Work Act 2009 (Cth)**
- **Workplace Relations Act 1996 (Cth)**
- **National Employment Standards (NES)**