



Decision to withdraw membership will be made by the Committee after all relevant policies and procedures have been followed (see disciplinary and grievance policy)

This is a totally different procedure from conflict resolution and will be taken if a member has demonstrated a behaviour that puts HHWC members at any sort of personal or organisational risk.

#### **Misconduct.**

**Misconduct** can be

- Discriminative practice.
- Improper use of equipment or finance for personal gain
- Violence in any form (includes abusive, insulting or obscene language)
- Alcohol or substance abuse
- Disregard of lawful instruction, policies and all safety rules
- Dishonesty, theft or misappropriation of money
- Not upholding our values and standards when representing Healing Hands Wildlife Care

**Serious Misconduct** can be.

- Repeat offences of “misconduct.”
- Deliberately injuring any form of wildlife.

Withdrawal of membership

Healing Hands Wildlife Care  
(Great Southern WA) Inc

EMAIL:

[healinghandsgreatsouthern@gmail.com](mailto:healinghandsgreatsouthern@gmail.com)

- Not following minimum standards as set down by DBCA and Healing Hands Wildlife Care
- Not upholding our values and standards when discussing committee issues or Committee Members of Healing Hands Wildlife Care.
- A Disregard of lawful instruction, policies and all safety rules, that may result in mental or physical harm to others.

Please check policies or ask for help if you are unsure of any of the above requirements.

### **Procedure for disciplinary action.**

#### **Taking disciplinary action.**

- ❖ Written and verbal warnings are handed to members if there is a serious breach in policy or procedure or under the documented Misconduct and Gross misconduct.
- ❖ No less than four members of the committee must be consulted before disciplinary action is taken.
- ❖ Before disciplinary action is considered HHC W Committee should consider these points.
  - Has the person been given appropriate direction and information to achieve a job task. And or understand / be informed of relevant policies and procedures of the organisation
  - Are there appropriate external issues that may reflect on the persons performance. Are these relevant to the behaviour displayed, and the impact on the organisation.
  - Is there an opportunity for that person to take on another role within the organisation.
  - Should counselling be suggested
  - Have the performance issues been adequately explained in the past
  - Possible issues. To take more direct action.

- Has the person previously failed to acknowledge their underperformance/ failure to meet policies and procedures/values of the organization?

The committee member considering the action must be aware of confidentiality and the need for everyone to feel personally safe throughout the procedure.

### **How will this happen?**

- What sort of meeting will it be?
- A special meeting may need to be called.
- Is considered as an urgent matter then this can be dealt with electronically
- If there is a meeting with in one week of the matter being discovered, then the disciplinary action will be brought to the next meeting by the committee meeting
- After respectful and factual decision, a vote will be taken on the type of action needed,
- Under what criteria? How this will be accomplished.
- Procedure for verbal and written warning.

### **How will the verbal or written warning be structured?**

- A warning must contain the performance or conduct issue that the committee wishes to address. plus decide the type of warning (verbal or written)
- The date the warning was given and the name of the person receiving the warning.
- The policy or procedure, that has been in breached of or the breach of misconduct of gross misconduct
- Clearly outline the improvement required and the consequence of continued acceptable behaviour, performance and failure to meet policies and

procedures or values of the organisation.

- Documenting what steps may have been previously taken to improve the poor performance or conduct
- Their rights to dispute this formal warning Disciplinary action/disputing Disciplinary action

These below steps are more likely to be considered in a minor breach in policy or procedure.

- If appropriate provide a reasonable opportunity to improve their conduct or performance. If possible, devise solution with the member to improve performance, conduct or failure to meet policies and procedures and values of the organisation.
- The need for documented evidence of all formal warnings. Always document all discussions including actions taken

What happens if the person does not agree with the verbal or written warning they have received then a Disciplinary hearing /disputing disciplinary action.

- The person disputing the action must send a letter to the committee stating they wish to contest it and feel the discipline procedure is not warranted or accurate
- This procedure must take within a reasonable time scale
- Minimum of two committee members must be present at this dispute. The person receiving the disciplinary action has a right to hearing
- During this hearing they are welcome to bring someone as a support person. (the support person is unable to make comment throughout the hearing unless directly asked a question)
- The support person cannot be a witness taking part in the hearing.
- The person receiving the disciplinary action can call

appropriate witnesses that can provide relevant information

After the hearing a decision will be made by the committee members present.

The committee's decision will be final.