

## DISCIPLINE POLICY

The Quest Maritime Services discipline performance management process covers:

- Performance Appraisal to formally review an employee's performance over a specified period of time.
- Counselling for poor performance or minor breach of contract or minor disciplinary breach.
- Discipline performance monitoring as a corrective measure aimed at changing behavior;
- Dismissal, where there is either a case of serious misconduct or where corrective measures have failed over a number of performance monitoring sessions.

Performance management is loosely based on the concept of a "fair go all round".

The employee has a right to: -

- Be represented, or have a witness;
- Defend him or herself against allegations.

Quest Maritime Services has a responsibility to:

- Ensure there is a fair and equitable performance management system in place which is known to all employees and follow it;
- Take timely action which will be a two way discussion, not an interview.
- Be consistent in matching the penalty and the misconduct;
- A positive, constructive and less threatening method of dealing with a shortcoming in performance.
- Encouraging improved performance by identifying the deficiency, agreeing the expected standard and the remedy (what, when, how).
- Participation limited to two persons.
- The outcomes should be agreed by both parties.
- Keep accurate records with the discussion being recorded.



**Quest Maritime**  
SERVICES

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