

## Dismissal Policy

- Where possible every attempt will be made in the first instance to avoid dismissal of an employee. However, when necessary, dismissal may be considered
- Where dismissal is to be considered, company policies and terms of an employee's employment agreement will be followed, and in particular the company's Disciplinary Policy
- Dismissal will be considered where there is continuing poor performance despite the company's best efforts to provide the necessary training and support, opportunity in terms of time to improve, regular feedback on progress and review of the employees performance
- Dismissal will be considered where there is serious misconduct by an employee
- Dismissal will be considered where there is repeated or continuing misconduct by an employee
- Before an employee's departure they must action all applicable items from the Employee Exit Checklist e.g. necessary handovers, return of equipment, uniforms and business tools
- Employee's leaving the employment of the company must abide by all company policies and terms of their employment agreement during their notice period and, where applicable, for the required period of time, after they leave the company. This includes, for example, use of confidential information and any restraint of trade provisions
- Where applicable and possible, an employee will be asked to complete an Exit Interview before they leave the company. This gives an opportunity for the employee to give confidential feedback to the company on their work experiences. This information enables the company to identify any key problem areas and improve elements within the company

### Instant Dismissal

- In the event an employee is found guilty of serious misconduct (including but not limited to dishonesty, wilful disobedience or breach of loyalty or confidentiality) an employee may be summarily dismissed (i.e. effective immediately with no requirement for notice to be given)
- If at any time during employment, an allegation of serious misconduct is made against an employee which, in ABC Bakery's opinion, requires proper investigation, the company may suspend the employee from normal duties while an investigation is carried out

- During any period of suspension the employee must not attend the workplace unless directed to do so by the company, but the employee may be entitled to be paid for the period of suspension, subject to the terms of their employment agreement
- In the event that an investigation into serious misconduct is delayed by the instigation of a criminal investigation or prosecution, ABC Bakery will cease paying the employee after five days of suspension

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