



# Staff Discipline policy

## Section 1 - Preamble

- (1) This Policy is effective from 5 September 2017.
- (2) This Policy is pursuant to the [Employment of Staff policy](#).

## Section 2 - Purpose

- (3) This Policy enables the University to establish and take appropriate staff disciplinary processes and actions when necessary.
- (4) The [Deakin University Enterprise Agreement 2017](#) (EA) outlines the steps required to comply with this Policy.

## Section 3 - Scope

- (5) This Policy applies to all staff of the University.

## Section 4 - Policy

- (6) The University sets standards of conduct and performance which all staff are required to observe. These standards are communicated to all staff using a number of methods, including but not limited to:
  - a. the staff member's contract of employment;
  - b. Position Descriptions;
  - c. DeakinAchieve documents and discussions;
  - d. other policies and procedures including but not limited to the [Code of Conduct](#); and
  - e. discussions between staff and their managers.
- (7) The University is committed to investigating and addressing any breaches of the required standards of conduct and performance in a fair and appropriate manner.
- (8) The disciplinary processes and disciplinary action that may be taken is prescribed in the [EA](#) and/or the staff member's contract of employment.
- (9) Where another University policy or procedure requires a matter to be dealt with as a staff discipline matter, the Vice-Chancellor (or nominee) will determine the appropriate stage of the disciplinary process to be applied.

## Section 5 - Procedure

- (10) There is no attendant procedure.

## Section 6 - Definitions

(11) There are no definitions arising under this Policy.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	5th September 2017
<b>Review Date</b>	5th September 2020
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	29th August 2017
<b>Expiry Date</b>	To Be Advised
<b>Responsible Executive</b>	Kean Selway Chief Operating Officer +61 3 52278588
<b>Implementation Officer</b>	Gwen Tinkler Executive Director, Human Resources +61 3 92468176
<b>Enquiries Contact</b>	Human Resources Division +61 3 92468144