



Staff Discipline procedure

Section 1 - Preamble

(1) This Procedure is effective from 21 June 2022.

Section 2 - Purpose

(2) This Procedure enables the University to establish and take appropriate staff disciplinary processes and actions when necessary.

(3) The [Deakin University Enterprise Agreement 2017](#) (EA) outlines the steps required to comply with this Procedure.

Section 3 - Scope

(4) This Procedure applies to all staff of the University.

Section 4 - Policy

(5) This Procedure is pursuant to the [Employment of Staff policy](#).

Section 5 - Procedure

(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 leaders.

(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 Chief People and Culture Officer or nominee will determine the appropriate stage of the disciplinary process to be applied.

Section 6 - Definitions

(10) There are no definitions arising under this Procedure.

Status and Details

Status	Current
Effective Date	21st June 2022
Review Date	21st June 2027
Approval Authority	Vice-Chancellor
Approval Date	20th June 2022
Expiry Date	To Be Advised
Responsible Executive	Kerrie Parker Executive Vice-President Resources evpr@deakin.edu.au
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