



AUSTRALIAN COMMUNITY SERVICES EMPLOYERS ASSOCIATION

ABN 68 150 310 815

## Counselling & Disciplinary Procedures Order Form

The ultimate aim of any employee counselling is to address aspects of employee performance / attitude and have that employee closer align themselves with the philosophies of your organisation. This manual has been designed to assist you with addressing poor performance / attitude without additional stress.

We have also included within this manual a number of helpful templates centered on warning letters coupled with a record of interview together with practical advice and a checklist of how to progress through the process.

In addition to providing helpful assistance with warning letters we have included important information on Discrimination and Equal Employment Opportunity as it effects Employment.

Finally we have included helpful information of "fair" employment termination.

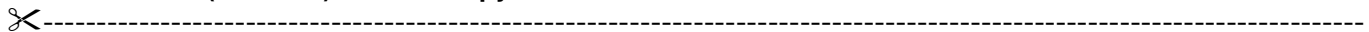
Please remember to contact the ACSEA first before commencing / contemplating any action in relation to this aspect of your management responsibilities, otherwise it could be very expensive.

### CONTENTS

<i>Recruitment</i>	<i>Discrimination and Equal Opportunity Policies</i>
<i>Counselling Process</i>	<i>Warnings</i>
<i>Disciplinary Interviews</i>	<i>Legal Requirements for Termination</i>
<i>Unlawful Dismissal</i>	<i>Summary Dismissal</i>
<i>Checklist for dealing with incidents that may lead to counselling or termination</i>	

**Cost: \$220.00 (GST Incl) Counselling & Disciplinary Procedures Manual**

**Cost: \$110.00 (GST Incl) Second Copy**



Please fax your order to (07) 3852 5188 or mail to ACSEA, 11/39 Jeays St, Bowen Hills Qld 4006

Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please supply \_\_\_\_ Copy – Counselling & Disciplinary Manual Total \$ \_\_\_\_\_

**Payment:**  Please find cheque enclosed in the amount of \$ \_\_\_\_\_ (cheques payable to ACSEA)

Direct Debit: ACSEA – **BSB: 014-249 Account Number: 4981-39156 Reference: Counselling Manual**

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