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Port Fairy Jazz Festival

## Misconduct Policy

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### 1. Scope

This policy applies to:

- Contractors, volunteers and patrons to Port Fairy Jazz Festival's premises, to the extent it is relevant to them.
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### 2. Aim

Port Fairy Jazz Festival may discipline a person who engages in unacceptable behaviour.

The purpose of this policy is to ensure that people are aware of behaviour that could amount to misconduct and that all relevant parties are aware of Port Fairy Jazz Festival's policy for dealing with misconduct.

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### 3. Policy

Port Fairy Jazz Festival expects people to observe acceptable standards of behaviour.

This includes where contractors or volunteers are working on site or off-site, attending a work-related conference or function, or attending a client or other work-related event, including social events.

## **Misconduct**

Where a contractor, volunteer or patron engages in misconduct or alleged misconduct, the processes in this policy will be followed.

Behaviour amounting to misconduct includes, but is not limited to, the following:

- failing to obey lawful and reasonable instructions of Port Fairy Jazz Festival;
- failing to follow defined policies, procedures and rules;
- failing to share relevant information with Port Fairy Jazz Festival;
- unacceptable disruptive behaviour;
- unauthorised absence from the workplace; and
- repeatedly being late for work without lawful excuse.

When proven, misconduct may provide a valid reason for termination of an employee's employment with notice or immediate cessation of volunteering services.

## **Serious misconduct**

Whether misconduct amounts to serious misconduct depends on the particular circumstances of a given case. Coordinators should consider the circumstances fully as they apply to the particular employee/volunteer when determining whether or not the employee has engaged in conduct that could be considered serious misconduct.

Behaviour amounting to serious misconduct includes, but is not limited to:

- wilful or deliberate behaviour that is inconsistent with policy;
- theft;
- fraud;
- assault;
- intoxication at work;
- use of derogatory, violent or abusive language;
- fighting;
- failure to observe safety rules;
- concealment of a material fact on engagement;
- obscenity;
- dishonesty in the course of the employment; and
- criminal conduct including conduct that, if proven, renders the employee completely unfit for work.

## **3. Other relevant Port Fairy Jazz Festival policies**

The Committee Members, Contractors, and Volunteers, especially those in a managing and supervising role, are encouraged to read this policy in conjunction with other relevant Port Fairy Jazz Festival policies, including:

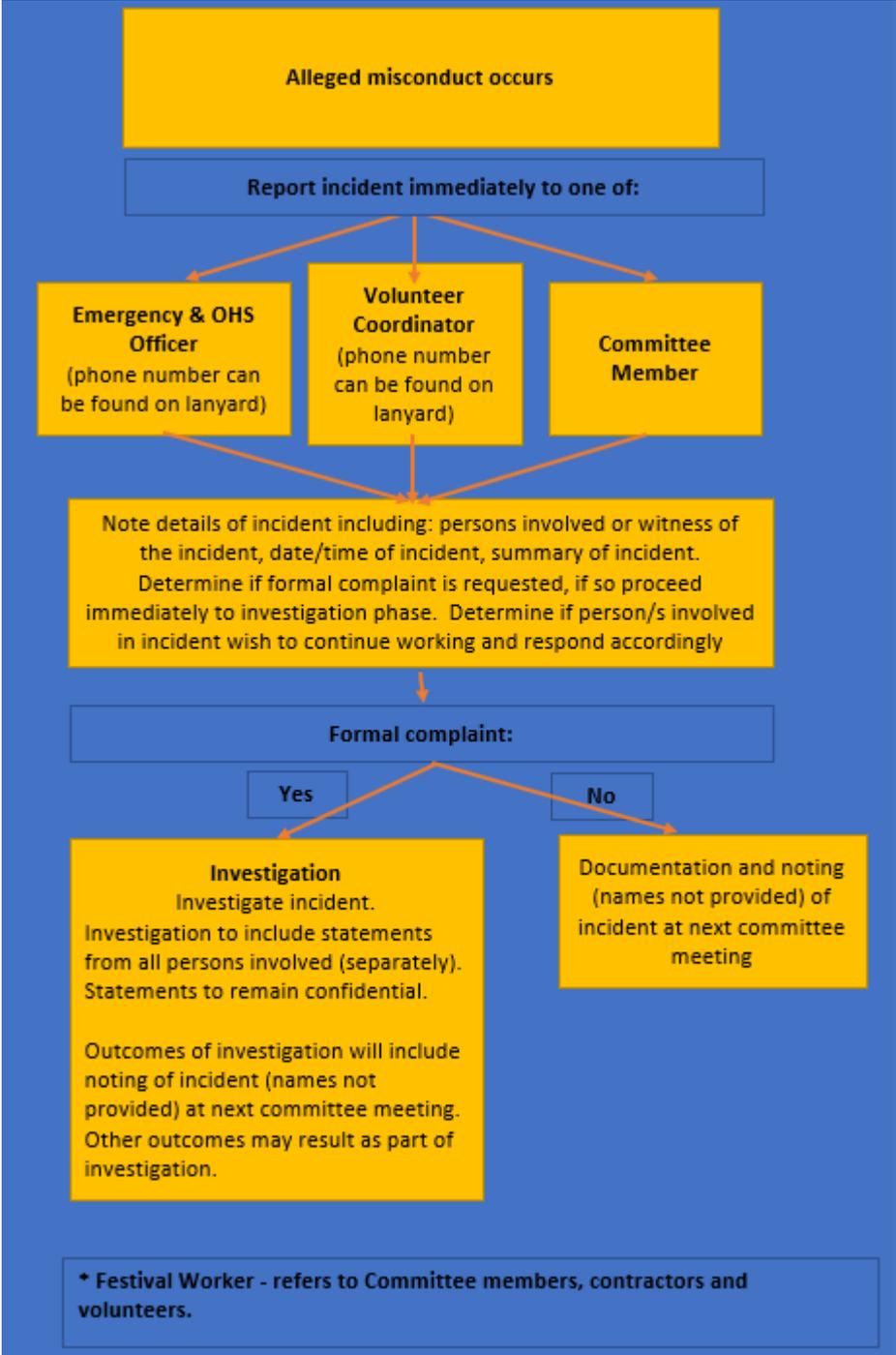
- Work Health and Safety Policy
- Injury and Incident Reporting Policy
- Bullying and Harassment Policy

## 4. Review details

This policy was revised on 15 March 2020 and adopted by Port Fairy Jazz Festival on 19 March 2020.

### Misconduct Procedure

*NOTE: This procedure is to be read in conjunction with the Misconduct Policy*



Procedure reviewed 16/03/2020