

# PREMIUMHEALTH

## Discipline Procedure

### Introduction

This procedure provides guidance to staff on the management process for dealing with any participant misconduct.

### Procedure

Where misconduct occurs a trainer should discuss the misconduct with the participant or refer the matter to the Training Manager.

Where misconduct occurs in a training session the trainer may exclude the participant from the room and the remainder of the training session, provided that a verbal caution been given explaining that the behavior is unacceptable and that the National Training Manager has been advised as soon as practicable.

Where a participant has been excluded from a training session due to misconduct then Premium Health is under no obligation to reschedule that training session at no cost.

All misconduct and exclusions from the training session must be recorded on the Trainer's Exceptional Report Form.

The Training Manager must fully investigate the issue and if the participant is found to be guilty of the misconduct then Premium Health will cancel the participant's enrolment. The Training Manager must provide written notification to the participant and a copy should be stored on file.

If the participant is unsatisfied with the outcome of the process then they may lodge a complaint (refer to the Complaints and Appeals procedure).