

Managing Performance and Behaviour Policy

1. Application

This policy applies to all TI Employees including fixed term and casual employees. It does not apply to consultants or contractors who are employed on a separate contract. Consultants and contractors will be covered by the terms of their individual contracts.

2. Policy

The purpose of this policy is to ensure that, within Tasmanian Irrigation Pty Ltd (TI), issues of unsatisfactory work performance or inappropriate behaviour are dealt with fairly, promptly, confidentially and in a consistent manner with the ultimate aim to improve performance and continually build a positive and effective culture.

Managing Performance and Behaviour Policy, Procedure and Legislative Framework

TI is a State-Owned Corporation and is required to comply with its own policies, prescribed applicable legislation, State Government policies and procedures and the Member's Statement of Expectation.

This policy should be read in conjunction with:

- a. The Water Industry Award 2020
- b. Fair Work Commission Guidelines
- c. TI Code of Conduct
- d. TI Managing Performance and Behaviour Procedure
- e. TI Performance Review Policy
- f. TI Bullying, Discrimination and Harassment Policy

3. Policy Review Date

This policy shall be reviewed at least every 3 years

4. Definitions

TI: means Tasmanian Irrigation Pty Ltd, ACN 133 148 384.

TI Contractors: means contractors or consultants engaged by TI under a personal services consultancy agreement or other similar arrangements.

TI Employee: means employees and Contractors of TI but does not include TI directors.

TI Personnel: means TI officers (for example TI directors) and TI Employees.

This policy and the associated procedures have been developed to ensure:

- procedural consistency and fairness is applied across issues of employee performance or behaviour;
- standards and expectations for work performance and behaviour are clearly communicated to all staff;
- concerns and issues are raised and addressed in a timely and effective manner;
- all parties are treated respectfully and impartially; and
- appropriate and fair action is taken when/if work performance and/or behaviour does not meet the standards required by TI..

This policy should be read in conjunction with the Managing Performance and Behaviour Procedure and the TI Code of Conduct which outline the potential actions which may be undertaken by TI and the CEO as per their delegated authority.

It is the joint responsibility of management and the employee to maximise employee performance. It is management's responsibility to provide feedback to employees, positive and negative regarding performance. All employees will receive formal and informal feedback with respect to their performance and behaviour at various times throughout the year and formally during the annual employee performance review.

All employees must always be made aware of the required standards of conduct and/or work performance and adhere to these.

Underperformance, or poor performance occurs when:

- An employee is not doing their job properly.
- Not carrying out work to the required standard or not doing all or part of their job
- Not following workplace policies, rules or procedures, or adhering to the Values of TI
- Contravening the TI Code of Conduct
- Not carrying out a lawful direction
- Exhibiting unacceptable behaviour at work, e.g., but not limited to: telling inappropriate jokes, bullying, harassment, tardiness

Behaviour

All employees are required to maintain a standard of behaviour as outlined in the TI Code of Conduct which is in keeping with the organisation's image and standards of customer service. Any behaviour which detracts from our service to customers - internal or external - must be dealt with immediately by managers as outlined in the TI Managing Performance and Behaviour Procedure

Policy Approved

Date: / / Chairman of the Board: