



Steadfast Roofing Pty Ltd
Commercial & Industrial Roofing
Think Safe, Work Safe

Misconduct & Disciplinary Policy

Steadfast Roofing is committed to maintaining a professional, safe, and compliant workplace. This policy outlines the standards of behaviour expected of all personnel and the disciplinary actions that may result from breaches. It aligns with the Fair Work Act 2009 (Cth) and relevant workplace laws.

This policy is to be followed in conjunction with the Steadfast Roofing Code of Conduct Policy (IMS-GOV-POL-027) and all other applicable company procedures.

This policy applies to all employees, contractors, subcontractors, and labour hire engaged by Steadfast Roofing, both on-site and off-site, and in connection with all work-related activities.

Misconduct

Misconduct refers to behaviour that breaches company policies, procedures, or expectations but may not justify termination. Examples include:

- Repeated lateness or absenteeism
- Minor breaches of safety requirements
- Disrespectful or unprofessional behaviour
- Failure to follow reasonable management directions

Serious Misconduct

Serious misconduct may justify summary dismissal and includes wilful or deliberate behaviour inconsistent with continued employment or conduct that causes serious and imminent risk to health, safety, reputation, or profitability.

Examples include:

- Theft, fraud, or dishonesty
- Wilful or reckless breach of safety procedures
- Assault, harassment, or discrimination
- Serious breach of confidentiality
- Intoxication at work (drugs/alcohol)
- Refusal to carry out lawful and reasonable instructions
- Wilful or reckless damage to company or client property
- Wilful, reckless, or grossly negligent misuse of handling tools, machinery, or equipment
- Breaking the law in connection with work duties (e.g., theft, assault, fraud, unlawful driving offences, or other criminal acts during work)
- Deliberate falsification of records, timesheets, or compliance documents

All Steadfast Roofing personnel must:

- Uphold company policies and procedures at all times
- Report misconduct or suspected misconduct to management
- Cooperate fully with investigations
- Respect confidentiality throughout disciplinary processes





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Breaches of this policy will be treated seriously. Depending on the circumstances, disciplinary action may include:

- Informal counselling
- Written warnings
- Demotion, transfer, or loss of privileges
- Termination of employment (with or without notice, depending on the severity)
- Referral to external authorities where laws have been broken

Michael Lonergan – Director

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