



**Jump Business Solutions Limited**  
Free Call: 0800 JUMP4BIZ; Free Call: 0800 586 742; Email: info@jump4biz.com  
P.O. Box 102, Morrinsville; Phone: +64 7 887 4751; Fax: +64 7 887 4754  
P.O. Box 19, Pukekohe; Phone: +64 9 235 3238; Fax: +64 9 235 3238



## Assess Disciplinary and Dismissal Procedures

<b>Systems and Processes</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Do you have formal documented disciplinary procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your employment agreements contain provisions around the circumstances and processes under which termination may occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a code of conduct that all employee's sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inductions completed for all new and transferring employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Culture</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Is everyone treated fairly and consistently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are people held accountable for their actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do people in your organisation believe that people need to know how they are doing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are people always given the opportunity to explain their actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are people always given the benefit of the doubt before they are "presumed guilty"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>People</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Are managers trained or skilled in coaching?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have managers been trained on the organisation's disciplinary procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are managers skilled at giving timely and non-judgemental feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained in the principles of natural justice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>