



# Understanding Your Workplace Warnings Process

A clear guide to maintaining standards whilst ensuring fairness



# Why Have a Warnings Process?



## Maintain Standards

Ensure acceptable behaviour and performance levels across the organisation.



## Fair Treatment

Handle matters promptly, fairly, and consistently for all employees.



## Employee Rights

Appropriate participation and representation throughout the process.



# When Is the Process Used?

1

## **Policy Breaches**

Employee alleged to have breached organisational policies or rules.

2

## **Misconduct**

Misbehaviour requiring disciplinary action but not warranting instant dismissal.

3

## **Performance Issues**

Not performing to required levels or standards for their role.

# The Four-Stage Process



## First Warning

Informal discussion outlining concerns and agreeing action steps with timeframes.



## Second Warning

Written warning detailing continuing concerns. Employee may bring support person.



## Final Warning

States termination may follow further breaches. Representative allowed at meeting.



## Dismissal

Notice of termination issued following consultation if no improvement shown.



# First Warning: The Discussion

01

---

## Outline Standards

Manager explains required behaviour or performance levels clearly.

02

---

## Seek Explanation

Employee provides reasons for unsatisfactory behaviour or performance.

03

---

## Commit to Action

Employee agrees to take necessary steps to meet standards.

04

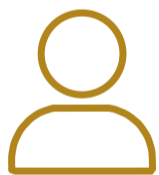
---

## Agree Timeframe

Both parties establish action steps and deadlines for improvement.



# Important Rights & Protections



## Representation

Bring a support person or representative to warning meetings.



## Warnings Lapse

Written warnings removed from file after 12 months with no further action.



## File Records

All warnings documented with time, date, and reasons clearly stated.



# Need Expert HR Guidance?

Navigate workplace processes with confidence and clarity.

[Contact HR Unlocked](#)

**Share this guide** with your team to ensure everyone understands the process.