

Misconduct & Disciplinary Procedure

Purpose

To outline how MI Care responds to misconduct, breaches of policy, or behaviour that risks safety or reputation.

Types of Misconduct

- Breach of Code of Conduct
- Harassment, bullying, discrimination
- Unsafe behaviour
- Dishonesty or misuse of MI Care property
- Repeated failure to follow instructions
- Serious misconduct (violence, theft, abuse, intoxication)

Process

1. Initial Assessment

- Determine if the issue is minor, moderate, or serious.
- If serious, the volunteer/staff member may be stood down temporarily.

2. Investigation

- Gather statements, documents, and evidence.
- Provide the person with an opportunity to respond.

3. Findings

- Substantiated
- Partially substantiated
- Not substantiated

4. Outcomes

Depending on severity:

- Verbal or written warning
- Additional training
- Change of duties
- Suspension
- Termination of volunteer engagement

- Referral to police or external agencies (if required)