



Summary Dismissal means a dismissal that, due to the **serious nature** of the issue, **is immediate and not associated with a notice period.**

Abrasion Resistant Materials Pty Ltd (A.R.M*) is entitled to instantly dismiss an employee, without giving the required notice period, in circumstances where that employee has committed an act of serious misconduct. Serious misconduct includes but is not limited to:

- Being intoxicated or under the influence of illegal drugs.
- Stealing, fraud, assault or other criminal behaviour against the Company or a Customer.
- Physical assault against another staff member.
- Sexual harassment, bullying or other offensive or harassing behaviour.
- Failing to comply with workplace health and safety responsibilities.
- Refusing to carry out a lawful and reasonable instruction.
- Refusing to perform, or failing to perform the employee's employment function, duties and responsibilities.
- Accessing Internet pornography or other inappropriate websites.
- Misuse of company resources.
- Being found guilty of a criminal offence that affects the employee's ability to carry out their employment function, duties and responsibilities.
- Using offensive, obscene or insulting language, behaviour or gestures when speaking or communicating with work colleagues, Management or Customers.
- Breaching any company policies including the Anti-Discrimination and Harassment Policy or Health and Safety Policy.
- Deliberately damaging company property.

An employee who commits any of these acts is liable to instant dismissal.

Responsibilities

It is the responsibility of Staff to ensure that:

- They conduct themselves in an appropriate manner in the workplace.
- They report any instances of serious misconduct or breaches of this policy.

It is the responsibility of Management to ensure that:

- All cases of dismissal follow full and detailed investigation, and that decisions made are based on all relevant facts;
- All dismissal cases follow procedural fairness and the employee is given every opportunity to present their explanation.

An employee dismissed for serious misconduct will receive their correct entitlements as soon as possible after the termination has taken place, **but they are not entitled to payment in lieu of notice.**