



VOLUNTEER PERFORMANCE MANAGEMENT

Volunteer Misconduct

Misconduct includes very serious breaches of The South Australian Judo Academy (SAJA) policies and procedures that warrant instant dismissal of a volunteer.

Examples of misconduct include:

- Theft of property or funds from SAJA
- Wilful damage of property
- Intoxication through alcohol or other substances
- The disclosure of confidential information regarding the organisation to any other party without prior permission.
- Falsification of any of SAJA records for personal gain or on behalf of another person.

Volunteer Performance Dispute Procedure

The following procedure relates to dealing with a volunteer performance dispute not involving misconduct, which could result in instant dismissal.

- The volunteer will be told as soon as possible of any complaint concerning the performance of his/her work and will be provided with an opportunity to discuss the situation.
- The relevant Program Manager will outline how the volunteer must improve his/her performance. Any assistance needed by the volunteer to improve his/her performance will be identified and provided where possible.
- A date to review the volunteer's performance will be set if required.
- If at the scheduled review the volunteer's performance has not improved, there will be further discussion with the volunteer.
- If the problem/s still persists the relevant Program Manager may terminate the volunteer appointment.