

Performance and Misconduct Policy



GSS Group
ABN: 12 668 595 382
F01/122 Studio Ln, Docklands VIC 3008

Date: 03/02/2026
Review: 01/02/2027

About

The Company expects all employees to show competence, care, good faith and compliance with instructions, policies and procedures in the performance of their duties and to conduct themselves in a manner which respects the rights and welfare of other employees of the Company.

Where an employee's work performance or conduct does not meet a satisfactory standard, an appropriate process of investigation and corrective action must be taken. The Company has a framework for managing the conduct and/or performance of employees that will be applied in compliance with relevant legislation, as well as the principles of natural justice and procedural fairness.

The purpose of the framework is to provide employees with a guide to the process which the Company may follow when dealing with instances of poor performance, unsatisfactory conduct and/or serious misconduct.

This process is a guide only, and the disciplinary process may vary depending on the severity of the misconduct, past behaviour, length of service and any other applicable factors. The framework might not be applied in all cases, and the Company reserves the right to vary the process to be more suited to the specific circumstances.

The following table is a guide to how poor performance and/or misconduct may be dealt with by the Company:

Level of Severity	1st instance	2nd instance	3rd instance	4th instance
Unsatisfactory conduct or poor performance	Formal verbal warning	Written warning	Final written warning	Termination
Misconduct	Final written warning	Termination		
Serious Misconduct	Termination			

The Company will ensure that all disciplinary and performance matters are investigated adequately and that employees are given the opportunity to respond to any disciplinary or

performance matters. In some instances, the Company may decide to suspend your employment, on full-pay, until the disciplinary or performance matters are resolved.

Examples of Unsatisfactory Conduct and/or Misconduct

The following is a guide to matters which the Company considers should be the subject of a performance or disciplinary process. This list is not exhaustive and the process may be applied to other conduct.

Examples of Unsatisfactory Conduct and/or Misconduct are:

- (a) unsatisfactory performance;
- (b) not following Company policies or procedures, including Work Health and Safety policies and procedures;
- (c) acting in a manner which may threaten the health or safety of yourself, other employees or any other individuals;
- (d) persistent lateness or absenteeism;
- (e) not adequately devoting your time or attention to allocated work during your normal working hours;
- (f) negligence, damage, loss or unauthorised use of company property or failure to report any such negligence, damage, loss or use; and/or
- (g) if you are required to drive as part of your role, failure to report any driving limitations or loss of license.

Serious misconduct process and/or termination

If the Company is of the view that you may have engaged in serious misconduct, we will arrange a time to meet with you to discuss any alleged serious misconduct. You may choose to have a support person present during the meeting.

You will be informed that we are considering your immediate dismissal without notice for serious misconduct and the reason why. You will be provided with an opportunity to respond.

If, after considering your response to the alleged serious misconduct, we are satisfied that you have engaged in serious misconduct, your employment may be terminated immediately and without notice.

The following is a guide to matters which the Company considers as constituting serious misconduct. This list is not exhaustive and other conduct may also be considered serious misconduct.

Examples of serious misconduct include:

- (a) acts of unlawful discrimination, bullying or harassment;
- (b) physical violence;
- (c) deliberate destruction of Company property;
- (d) being under the influence of drugs or alcohol at work;
- (e) theft or fraud; and/or
- (f) any action which may cause significant risks to the health or safety of yourself, employees or any other individual.

If you have any questions about this policy, please contact info@gssgroup.au.

Endorsed by:

Imran Mukhtar

Managing Director February 2026

A handwritten signature in black ink, appearing to read 'Imran Mukhtar', with a stylized flourish at the end.