

Section	Changes/Additions	Rationale
Performance management	Describes the culture managers are expected to adopt	This amendment helps support a more positive culture for attendance management and expects managers to create an approachable, open and honest environment.
Pre-requisites for poor performance	Additions in the form of management responsibilities	To ensure employees know what standards are expected from the recruitment stage.
Application of Policy and Procedures	Additions in the form of what may constitute under performance and the difference between that and a conduct issue.	To help managers successfully identify under performance.
Qualifications	Describes what to do if driving is a specified duty of the job and the person loses their licence	Guidance to help managers know what action to take in different situations.
Sickness during process	Guidance on what to do if someone becomes sick during the process	This is a regular HR query.
Line Management	Additions in the form of what an employee does if they perceive their line manager to be ineffective.	To reduce stigma or fear of approaching senior line management with concerns and to create an approachable culture.
Informal procedure	Removal of the need to have an action plan at the informal stage	Technical update
Informal procedure	Additions in the form of creating a supportive and open culture	To help create a supportive and open culture
Formal procedure	Details of what should be included in an action plan.	More information about what should be included in a formal action plan.
Appendix A	Details of supports that are available	To help managers explore options for employees to help support them during the process.
Appendix B	Action Plan example	To assist managers in what should be included in an action plan.

