

# Volunteer Dismissal

Name of Volunteer: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

## Difficulties identified:

- provision of false or misleading information on application
- absenteeism
- lack of punctuality, and reliability
- refusal to observe the established rules and procedures
- unable to perform required tasks
- unacceptable response to direction
- intoxication or under the influence of drugs
- inability to work as part of the team
- failure to meet performance standards
- breach of confidentiality
- stealing
- sexual harassment
- other \_\_\_\_\_

Brief description of behaviour identified above, giving dates and nature of relevant warnings as required in agency grievance procedure policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of volunteer's attempts to correct behaviour as agreed at time of warning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of dismissal:    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Person responsible for dismissal interview: \_\_\_\_\_

Written notice of dismissal provided to:

- Volunt     Appropriate     Appropriate     Executive     Othe

IMPORTANT Copies of all records related to dismissal to be noted and attached to this form.

Courtesy of Volunteering Western Australia