

EMPLOYEE COUNSELLING AND DISCIPLINE PROCEDURE

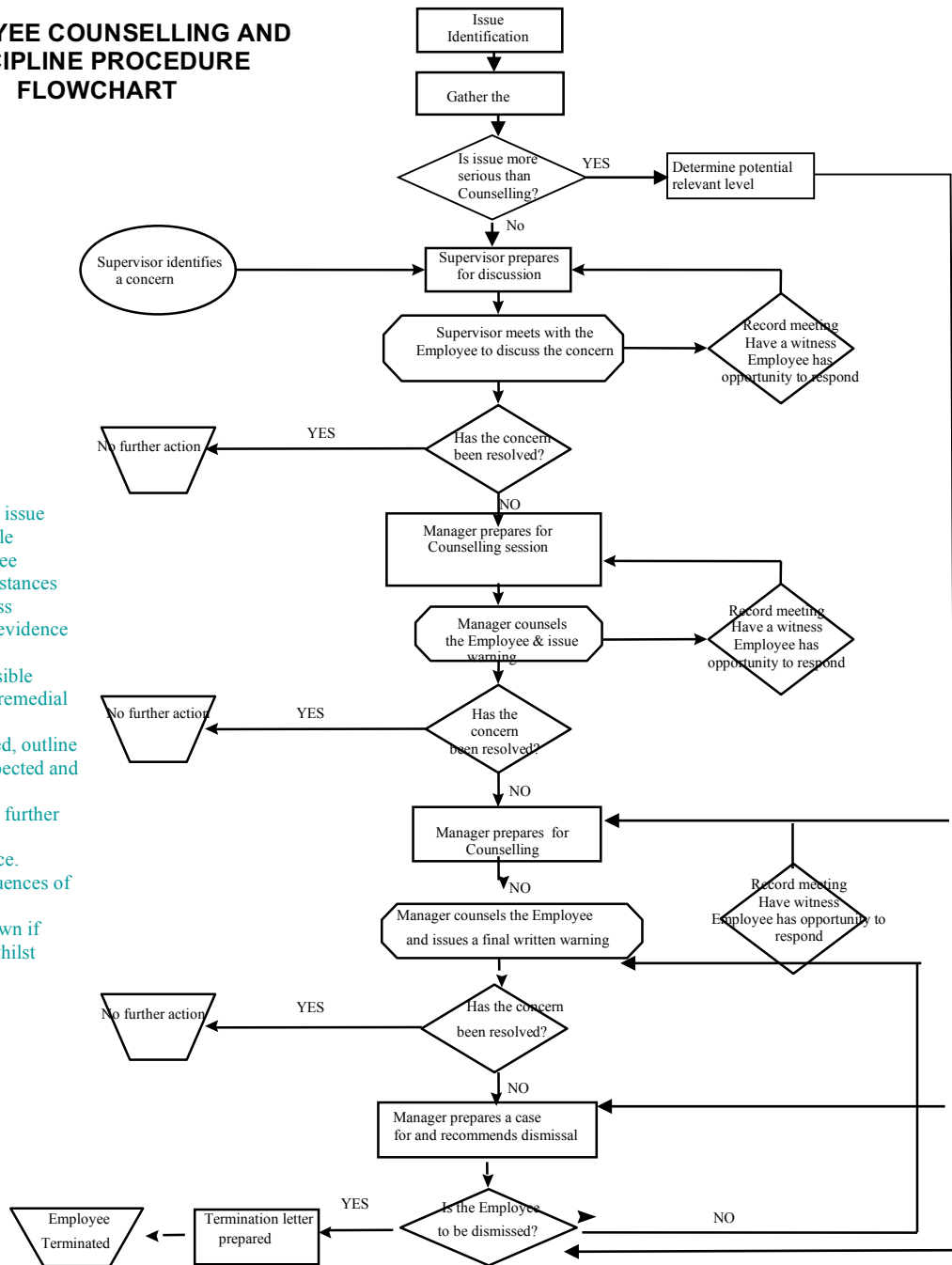
The Employee Counselling and Discipline Procedure is an interactive process to deal with any concern in respect of an Employee's performance, conduct or behaviour. It shall operate as follows:

1. In the first instance, the Employee's Supervisor and the Employee will discuss the concern in an informal manner which will include discussion of the standard(s) required, the standard(s) being achieved and the actions to achieve improvement;
2. If the concern continues, the Employee shall receive formal counselling and issued with a formal written warning from a senior representative of Your Clean. The written warning shall identify the expected performance, conduct or behaviour, and the potential consequences should any further performance, conduct or behavioural issues continue;
3. If the concern continues, the Employee shall be further counselled and issued with a final written warning, in a format as for (2) above in accordance with Your Clean procedures.
4. If the concern continues, employment may be terminated in accordance with Your Clean procedures.

At levels (1) to (4) inclusive of the above, the Employee(s) may choose to have an Employee representative or another Employee in attendance.

In certain circumstances involving neglect of duty or serious misconduct, immediate termination of employment may be appropriate. However, subject to the circumstances involved, and the seriousness with which Your Clean regards those circumstances, the Company reserves its rights to bypass any of the steps of the Employee Counselling and Discipline Procedure and to enter the level which it believes to be the most appropriate contained in this procedure.

EMPLOYEE COUNSELLING AND DISCIPLINE PROCEDURE FLOWCHART



Notes:

- Seriousness of the issue
- Penalties applicable
- Record of employee
- Mitigating circumstances
- Procedural Fairness
- Supporting facts/evidence
- Intent is to obtain improvement if possible
- Is agreement of a remedial plan possible?
- If warning is issued, outline improvements expected and the timeframe. Plan a further meeting to review performance.
- Advise of consequences of failure.
- Stand employee down if conduct is serious whilst investigating