



Disciplinary and Grievance Policy

Aims

To provide a clear, consistent and fair disciplinary procedure that is transparent to all concerned and ensures that any matters relating to conduct or performance not meeting the standards required will be efficiently and expediently dealt with.

Process

Informal warning

If an employee fails to meet the standards required by the company they will initially be given an informal warning by their line manager. This will not be recorded on their personnel records.

First written warning

If the employee's conduct or performance fails to improve they will attend a disciplinary hearing at which they may be accompanied or represented by a colleague or by a trade union official.

If the outcome of the meeting is a first written warning this will be kept on record for six months and disregarded for disciplinary purposes after that period.

Gross misconduct

If an employee commits an extremely serious disciplinary offence the company may dismiss them without prior warnings and without notice.

Some examples of offences which constitute gross misconduct are:

- dishonesty, theft or fraud - malicious damage - fighting, assault on another person - serious incapability through alcohol or illegal drugs - actions which endanger employees' safety - falsification or unauthorised removal of company records or property - a serious act of insubordination. (This list is not exhaustive)

The company may choose to dismiss the employee without prior warning and without notice. The company may suspend them on full pay whilst it carries out an investigation into the alleged offence. The company may choose to report the matter to an external body or involve the police.

At the disciplinary hearing the employee will be given the opportunity to state their case and be represented or accompanied by a colleague of their choice or by a trade union official.

If, after investigation, it is confirmed that an employee has committed an act of gross misconduct the normal consequence will be dismissal without notice or payment in lieu of notice.

Three step statutory discipline and dismissal procedure

If an employee faces dismissal or action short of dismissal such as loss of pay, demotion or suspension without pay the three step statutory disciplinary and dismissal procedure will apply. This involves:

- Step one: a written note to the employee setting out the allegation and the basis for it
- Step two: a meeting to consider and discuss the allegation
- Step three: a right of appeal including an appeal meeting

The employee will be reminded of their right to be accompanied.

Appeals

An employee who wishes to appeal against any disciplinary decision must appeal to their line manager within five working days

The Managing Director will hear the appeal and decide the case as impartially as possible.

Suspension procedure

As an act of neutrality we may make the decision to suspend an employee in the event a complaint of misconduct or neglect. Your contract details your rights during this process.

Grievance procedures

Stage 1

If you have a grievance about a matter concerned with your employment you should set out your grievance in writing and send the statement or a copy of it to your line manager.

Stage 2

Your manager will invite you to a meeting to discuss the grievance.

You have the right to be accompanied at this meeting by a colleague or by a trade union official.

After the meeting your manager will inform you of the company's response to your grievance.

Stage 3

If you wish to appeal against the company's response to your grievance you should contact your line manager.

You have the right to be accompanied at this meeting by a colleague or by a trade union official.

Where reasonably practical the appeal will be dealt with by a more senior manager than the one who attended the first meeting.

This policy covers staff and volunteers.

Responsibilities

It is the responsibility of every manager to ensure that the terms of the policy are observed. Breach of this policy may result in disciplinary or legal action being taken.

Review

This policy will be reviewed annually.

April 2015