

DISCIPLINARY PROCEDURE

Purpose

- The purpose of the disciplinary is to encourage and maintain acceptable standards of conduct and performance at work.
- It is important that any disciplinary action is considered and fairly applied.
- This procedure sets out the action that will be taken when disciplinary rules are breached.

Principles

- No disciplinary action will be taken until all the relevant facts have been fully investigated.
- At every stage of the procedure you will be advised of the nature of the problem.
- At each stage of the procedure you will have the opportunity to explain your case fully. Your comments and explanations will be taken into account before any decision is taken.
- At all stages in the procedure you may be accompanied by a work colleague. If you are less than 18 years of age, you may have either or both of your parents/guardians present. The role of your colleague is to act as your witness or to speak on your behalf (whichever you prefer) but not to answer questions directed to you.
- You have the right to appeal against any disciplinary penalty.

THE PROCEDURE

Stage 1 – Oral Warning

If conduct or performance does not meet acceptable standards, the employee will be given a formal oral warning. The oral warning will be recorded and will remain on the employee's file for 6 months.

Stage 2 – Written Warning

Where an offence is serious, where there is no improvement in conduct or performance following an oral warning or where a further offence occurs, a written warning will be given. The warning will give details of the complaint and its implications. A written warning will remain on the employee's file for 12 months.

Stage 3 – Final Written Warning

If a further offence occurs following a written warning i.e. conduct or performance is still unsatisfactory a final written warning will be given. A final written warning will give details of the complaint and its implications. The warning will remain on file for up to 18 months.

Stage 4 – Dismissal

Where conduct or performance is still unsatisfactory following previous warning(s) or if a further serious offence occurs, the employee will be dismissed. The employee will be provided in writing with the reasons for dismissal, the date on which employment will terminate and the right of appeal.

Gross Misconduct

After a full investigation and after being given an opportunity to state their case at a disciplinary hearing, an employee found to have committed gross misconduct will be dismissed with or without notice unless she/he can show substantial mitigating factors. Examples of what is considered to be gross misconduct can be found in section A of the disciplinary rules document.

An employee may be suspended with pay pending the investigation of an alleged act of gross misconduct. Suspension will normally be for not more than five working days whilst the complaint is investigated. The reasons and terms of the suspension will be confirmed in writing to the employee.

Appeals

An employee may appeal about the terms of any warning that she/he has received. Any such appeal must be made in writing to Charles Meadows, Managing Director within 5 working days of confirmation of the disciplinary action. This is the final stage of appeal.