



Disciplinary Policy and Procedures

Table of Contents

| | |
|--|---|
| Introduction..... | 2 |
| Disciplinary Rules | |
| Rules covering unsatisfactory conduct and misconduct | 4 |
| Serious Misconduct | 4 |
| Procedure | 5 |

INTRODUCTION

This policy sets standards of performance and behaviour expected by the Employer, together with the procedure to be followed in the event of disciplinary issues. The policy aims to help promote fairness and order in the treatment of individuals, both Employee and Volunteer. It is the Employer's aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case.

The following rules and procedure should ensure that:

- The correct procedure is used when requiring you to attend a disciplinary hearing.
- You are fully aware of the standards of performance, action and behaviour required of you.
- Disciplinary action, where necessary, is taken in a timely, fair, uniform and consistent manner.
- You will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case.
- At all disciplinary hearings, rather than investigatory meetings, you have the right to be accompanied by a support person at all stages of the formal disciplinary process.
- You will not normally be dismissed for a first breach of discipline, except in the case of serious misconduct and
- If you are disciplined, you will receive an explanation of the penalty imposed.

On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This should not be regarded as disciplinary action or a penalty of any kind.

DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and serious misconduct shown in this policy, a breach of other specific conditions, procedures and practices set out in Royal South Street Policy or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- Failure to abide by the Employer's health and safety policies and procedures and your general health and safety responsibilities.
- Actions which could threaten the health and safety of yourself, your colleagues or others
- Persistent absenteeism and/or lateness.
- Unsatisfactory standards or output of work.
- Rudeness towards customers/clients, members of the public or your colleagues, objectionable or insulting behaviour, harassment, bullying or bad language.
- Failure to devote the whole of your time, attention and abilities to our business and its affairs during your normal working hours.
- Storing company property, tools or equipment at your place of residence where prior express approval has not been provided by management.
- Unauthorised use of email, internet and/or social media.
- Failure to carry out all reasonable instructions or follow our rules and procedures.
- If your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction.
- Loss of driving license where driving on public roads.
- Unauthorised use or negligent damage or loss of our property and
- Failure to report immediately any damage to property or premises caused by you.

This list is not exhaustive.

SERIOUS MISCONDUCT

Occurrences of serious misconduct are significant because the penalty may be termination without notice, even without any previous warning being issued. It is not possible to provide an exhaustive list of examples of serious misconduct. However, any behaviour or negligence resulting in a fundamental breach of your contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute serious misconduct. Examples of offences that will normally be considered to be serious misconduct include serious instances of :

- Theft or fraud.
- Physical violence or bullying.
- Deliberate damage to property.
- Deliberate acts of unlawful discrimination or harassment.
- Possession, or being under the influence, of illegal drugs at work and
- Breach of the Employer's health and safety policies and procedures and your general health and safety responsibilities or any actions that endangers the lives of, or may cause serious injury to, employees or any other person.

DISCIPLINARY PROCEDURE

| Disciplinary action taken against you may be based on the following procedure: Offence | 1st occasion | 2nd occasion | 3rd occasion | 4th occasion |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Unsatisfactory conduct | <i>Formal verbal warning</i> | <i>Written warning</i> | <i>Final written warning</i> | <i>Termination</i> |
| Misconduct | <i>Final written warning.</i> | <i>Termination</i> | | |
| Serious misconduct | <i>Termination</i> | | | |

**Authorisation
Name**

Signature

Date
