

Disciplinary Procedure



We will use this procedure to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance.

The Code Of Behaviour (you can find this in the Members Area on the website) and this procedure apply to all Members and employees. The aim is to ensure consistent and fair treatment for all in the organisation.

A disciplinary process can be stressful. A group of people could respond differently to stressful situations. We understand the prospect of disciplinary action could cause distress and affect your mental health.

To try and prevent this happening to you, please talk to the Administrator about how we can support.

Principles

- Where appropriate, we will consider informal action to resolve problems.
- We will not take disciplinary action against you until the case has been fully investigated.
- If the situation progresses to formal proceedings, you will be advised of the nature of the complaint against you and you will be given the opportunity to state your case.
- We will provide you, where appropriate, with copies of written evidence and relevant witness statements, before a disciplinary meeting.
- You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty is dismissal without notice and without payment in lieu of notice.
- You have the right to appeal against any disciplinary action.
- The procedure may be used at any stage if your alleged misconduct needs this.

Your right to be accompanied

You have a statutory right to be accompanied by a companion witness where a disciplinary meeting could result in:

- a formal warning
- some other disciplinary action
- confirmation of a formal warning, or further disciplinary action (for example, at an appeal hearing)

The right is to be accompanied by:

- someone you work with
- a trade union representative who is certified, or trained in acting as a companion
- an official employed by a trade union

You should tell us as soon as possible if you would like a companion and who they will be, so that we can make arrangements in good time.

If you need any reasonable adjustments, for example for a disability, please speak to the Administrator.

The Procedure

First stage of formal procedure

This will normally be either:

- an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. We will advise you that this is the first stage of the formal procedure. We will keep a record of the improvement note for 18 months, but it will then be considered spent – as long as you achieve and maintain satisfactory performance

or

- a first warning for misconduct, if conduct does not meet acceptable standards. This will be in writing and will set out the nature of the misconduct, the change in behaviour required and the right of appeal. This warning will also tell you that a final written warning may be considered if there is no sustained satisfactory improvement, or change. We will keep a record of the warning, but it will be disregarded for disciplinary purposes after 18 months.

Final written warning

We might give you a final written warning if:

- the offence is sufficiently serious
- there is further misconduct
- there is failure to improve performance while you're still under a prior warning.

This warning will confirm the full details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal.

The Administrator and/or Chair of Directors will keep a copy of this written warning, but it will be disregarded for disciplinary purposes after 18 months, as long as you achieve and maintain satisfactory conduct or performance.

Dismissal or other action

If there is still further misconduct, or failure to improve performance, the final step in the procedure may be dismissal, or some other action short of dismissal, such as demotion, or transfer (as allowed in the contract of employment).

Dismissal decisions can only be taken by the Board of Directors.

You will be provided in writing, the:

- reasons for dismissal
- date your employment will end
- confirmation of all final payments you are owed, including holiday pay and notice pay
- right of appeal

If an action short of dismissal has been decided on, you will:

- receive confirmation of the full details of the complaint
- be warned that dismissal could result if there is no satisfactory improvement
- be advised of the right of appeal

Your supervisor will keep a copy of the written warning, but it will be disregarded for disciplinary purposes after 18 months as long as you achieve and maintain satisfactory conduct, or performance.

Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- theft, or fraud
- physical violence
- bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property, or name
- deliberately accessing internet sites containing pornographic, offensive, or obscene material
- serious insubordination
- discrimination, harassment, or victimisation
- bringing the organisation into serious disrepute
- causing loss, damage, or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence

We might consider suspending you while carrying out a disciplinary investigation, if there's a serious issue, or situation. Suspension is when we tell you to temporarily stop working. You would be on full pay throughout any suspension period.

We will consider each situation carefully before deciding to suspend you. Suspension will not be needed for most investigations. Suspension does not mean you have done anything wrong and will not be used to discipline you.

We understand being suspended might be stressful, so we will:

- only suspend you if there's no other option
- support you throughout the suspension period, always considering your mental health and wellbeing.

Appeals

If you want to appeal against a disciplinary decision, you must do so within 14 days. The board of Directors will hear all appeals and their decision is final. At the appeal, any disciplinary penalty imposed will be reviewed.

Review

This policy will be reviewed every 2 years

A handwritten signature in black ink, appearing to be 'A. J. M.', written in a cursive style.

Signed:

Date: 26th March 2026