

The Sulgrave Club

Disciplinary Policy and Procedure

Purpose

It is the aim of the Youth Club to maintain a safe and congenial work environment for its employees, volunteers and staff. This policy is written with the aim of ensuring that employees are able to achieve and maintain the standards of conduct, attendance and job performance in order to preserve that safe and congenial work environment. This policy also aims to ensure fair and consistent treatment across the organisation for all employees.

Principles

Where appropriate, informal action will be considered to resolve concerns around the performance, conduct and attendance of employees.

No disciplinary action will be taken against employees until the case has been fully investigated.

At every stage of the procedure the employee will be advised of the nature of the complaint against him or her and be given the opportunity to state their case before any decision is made at a disciplinary meeting.

Where appropriate, employees will be provided with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

At all stages of the procedure employees will have the right to be accompanied by a work colleague or trade union representative if they so wish.

The procedure can be implemented at any stage if the employee's alleged misconduct warrants this.

Employees will have the right to appeal against any disciplinary action taken.

Procedure

First stage of formal procedure

This will normally be either:

- An improvement note for unsatisfactory performance if job 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.

- The individual will be advised that it constitutes the first stage of the formal procedure and how long this improvement note will be kept on their employment file subject to achieving or sustaining satisfactory performance.

or:

- A first warning for misconduct, if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change of behaviour required, as well as the right of appeal.
- The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept but will be disregarded for disciplinary purposes after a specified period.

Second stage of formal procedure

Final written warning

- If the offence(s) is sufficiently serious, or there is further misconduct, or a failure to improve during the time period of a previous warning, a final written warning may be given to the employee. This will give the details of the complaint, the improvement required and the timescale. It will also warn that further failure to improve may lead to a dismissal or some other action short of dismissal (see next stage of procedure) and will refer to the right of appeal.
- A record of this written warning will be kept by the Club Manager but will be disregarded after a specified period of time, subject to achieving and sustaining satisfactory conduct or performance.

Third and/or final stage of formal procedure

Dismissal or other sanction

- 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 disciplinary suspension.
- Dismissal decisions can only be taken with the approval of the Management Committee and the employee will be provided in writing with the reasons for dismissal, the date on which employment will terminate and the right of appeal.
- If some sanction short of dismissal is imposed, the employee will receive details of the complaint and will be warned that dismissal could result if there is no satisfactory improvement and will be advised of the right of appeal.

- A copy of the written sanction note will be kept by the Club Manager but will be disregarded for disciplinary purposes after a specified period of time, subject to achieving and sustaining satisfactory conduct or performance.

Gross Misconduct

- If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated.
- The following list provides some (not all) examples of offences which will be considered as gross misconduct:
 - Theft or fraud
 - Physical violence or bullying
 - Deliberate and serious damage to Sulgrave Club property
 - Serious misuse of the Sulgrave Club's property or name
 - Deliberating accessing internet sites containing pornographic, offensive or obscene material
 - Serious insubordination
 - Unlawful discrimination or harassment
 - Bringing the organisation into serious disrepute
 - Serious incapability at work due to alcohol or illegal drug use
 - Causing loss, damage or injury through serious negligence
 - A serious breach of Health and Safety rules
 - A serious breach of confidence
- If on completion of the investigation and the full disciplinary procedure, the Sulgrave Club is satisfied that gross misconduct has occurred, the result will normally be summary dismissal (dismissal without notice) or payment in lieu of notice.


Appeals

An employee wishing to appeal against a disciplinary decision must do so within five working days. The Management Committee will hear all appeals and their decision will be final. At the appeal, any disciplinary penalty imposed will be reviewed.

Consultation and Commitment to Review

The Sulgrave Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and young people through the Sulgrave Youth Forum.

The employees' and volunteers' representative is Nick Sazeides.

Signature: 
Position: Chairman
Date: 6 November 2018

Signature: 
Position: Club Manager
Date: 6 November 2018

Review date: November 2019