

DISCIPLINARY AND GRIEVANCE PROCEDURES

DISCIPLINARY PROCEDURE

1. Purposes and Scope

Our aim is to encourage improvement in individual conduct and performance. This procedure therefore sets out the action which will be taken when disciplinary rules are breached.

Minor Disagreements

It is recognised that minor disagreements may arise from time to time which can usually be resolved informally by discussion, if necessary with the help of your line manager. Such minor disagreements are outside the scope of these Disciplinary Procedures.

A more serious situation arises when a dispute cannot be resolved or when the Employer is dissatisfied with the conduct or activities of an Employee. In such a situation the Disciplinary Procedures will be invoked.

2. Principles

The Disciplinary Procedure is designed to establish the facts quickly and to deal consistently with all disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

- a) At every stage the Employee will be advised of the nature of the complaint, and will have the opportunity to state their case and be represented, if they wish, at the hearings by a trade union representative if appropriate, or by a fellow employee.
- b) The employee will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- c) The Employee has a right of appeal against any disciplinary action taken against them.
- d) The procedure may be implemented at any stage if the alleged misconduct warrants such action.

3. The Procedure

STAGE 1 – FIRST WARNING

If conduct or performance is found to be unsatisfactory, the Employee will be given either an ORAL warning (for minor infringements) or a WRITTEN warning (if more serious). Such warnings will be recorded but removed from the Employee's record after twelve months' satisfactory service.

STAGE 2 – FINAL WRITTEN WARNING

If the offence is serious, or there is no improvement in standards, or if a further offence occurs, a FINAL WRITTEN WARNING will be given which will include the reason for the warning and a note that if no improvement results within six weeks then action at Stage 3 will be taken.