

Document Title	Disciplinary Procedure
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Disciplinary Procedure

1. Purpose of the Procedure

The Community Centre @ Christ Church's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action that will be taken when the Community Centre @ Christ Church's rules are breached.

2. Principles

If you are subject to disciplinary action:

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated;
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a fellow employee of your choice or by a representative of your trade union;
- You 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;
- You have a right to appeal against any disciplinary action taken against you;
- The procedure may be implemented at any stage if your alleged conduct warrants such action.

3. Informal Discussions/Counselling

Before taking formal disciplinary action, the Community Centre Development Manager will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

The Procedure

4. Formal Verbal Warning

If, despite informal discussions, your conduct or performance does not meet acceptable standards, The Community Centre Development Manager will give you a formal verbal warning.

You will be told:

- The reason for the warning;
- That this warning is the first stage of the disciplinary procedure;
- That you have the right of appeal.

A brief note of the warning will be kept but it will lapse after 6 months, subject to satisfactory conduct and/or performance.

5. Formal Written Warning

If there is no improvement in standards, or if a further offence occurs, a written warning will be given by The Community Centre Development Manager. This will state the reason for the warning and a note that, if there is not improvement after three months, a final written warning will be given. A copy of this written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory improvement in conduct and/or performance.

6. Final Written Warning

If your conduct or performance remains unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning, then a final written warning will be given by The Community Centre Development Manager making it clear that any recurrence of the offence or other serious misconduct within a period of three months will result in dismissal. A copy of the warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

7. Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs, you will be dismissed.

8. Gross Misconduct

If, after investigation, it is deemed that you have committed an offence of the following nature (the list is not exhaustive), the normal consequences will be dismissal:

- theft, fraud, deliberate falsification of documents;
- deliberate damage to the employer's property;
- sexual or racial harassment;
- being unfit for work through alcohol or illegal drugs;
- gross negligence;
- gross insubordination.

While the alleged gross misconduct is being investigated, you may be suspended. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation. If you are found to have committed an act of gross misconduct, you will be dismissed without notice.

9. Appeals

If you wish to appeal against any disciplinary decision, you must appeal in writing, within five working days of the decision being communicated to you, to the Community Centre Development Manager @ Christ Church. A panel of three members of the Advisory Group who were not involved in the original disciplinary action will hear the appeal and decide the case impartially.