

Disciplinary Policy

16.03.2021

Purpose and Scope

This procedure is designed to help and encourage all volunteers to achieve and maintain standards of conduct, attendance and performance. The charity's policies, copies of which are displayed on the website and this procedure apply to all volunteers and associates. The aim is to ensure consistent and fair treatment for all in the organisation.

Principles

- Informal action will be considered, where appropriate, to resolve problems.
- No disciplinary action will be taken against a volunteer or associate until the case has been fully investigated.
- For formal action the volunteer or associate will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made at a disciplinary meeting.
- The volunteer or associate will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- At all stages of the procedure the volunteer or associate will have the right to be accompanied by a friend.
- No volunteer or associate will be dismissed for a first breach of discipline except in the case of gross misconduct.
- A volunteer or associate will have the right to appeal against any disciplinary action.
- The procedure may be implemented at any stage if the volunteer's or associate's alleged misconduct warrants this.

Procedure

An improvement note for unsatisfactory performance, including not adhering to HemingfordHub policies, will:

- Set out the performance problem,
- The improvement that is required,
- The timescale, and,
- 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.

A record of the improvement note will be kept for 3 months. If performance has not improved then the volunteer or associate will be informed that their services are no longer required. If performance has improved the improvement note will then be considered spent.

Gross misconduct includes:

- Theft or fraud
- Physical violence or 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
- Unlawful discrimination or harassment
- Bringing the organisation into serious disrepute
- Serious incapability at work brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of confidence

Appeals

A volunteer or associate who wishes to appeal against a disciplinary decision must do so within five working days. The Working Group will hear all appeals and their decision is final. At the appeal any disciplinary action will be reviewed.

A copy of the publication 'Discipline and Grievances at Work, an ACAS Guide' (July 2020) can be found here https://archive.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The HemingfordHub Working Group will review this policy and related good practice annually.

Chairman's Signature: *Tish Peek*

Adopted by the HemingfordHub Working Group on: 16/03/2021 Latest Review Date: 16/03/2022