

Scope: Staff/Users	Effective Date: 24/07/2023	Responsible: Trustees
Last updated by/date: Trustees/Sept 21	Next Review Date: 01/07/2025	Jackie Evans



Disciplinary Policy

Policy Statement

The Tang Hall Community Centre's employment policies sets out the standards of behaviour and conduct expected of staff. This disciplinary procedure provides a process for maintaining those standards fairly, sensitively, objectively and consistently.

We believe that in most cases, a carefully considered conversation at the right time between the line manager and member of staff is all that is necessary and is often a more appropriate way to encourage staff to achieve and maintain required standards of conduct and behaviour than immediate formal disciplinary action. With this in mind, minor cases of misconduct will, in the first instance, be dealt with informally. This may involve any one or a combination of counselling, coaching, training and mediation. This informal approach is not part of the formal disciplinary procedure.

The disciplinary procedure should not be viewed as a means of applying sanctions or as potentially leading to dismissal. It is to support good people management and is designed to be fair, impartial, consistent and equitably applied to all. Disciplinary processes are used as a very last resort to resolve conduct matters, and other informal avenues will be used wherever possible. Staff need to be clear about processes in the event of unacceptable behaviour, and where issues arise, they should be investigated and resolved quickly.

The policy:

- applies to all staff regardless of level or position or length of service.
- is designed to help staff to achieve and maintain acceptable standards of conduct and behaviour*.
- supports prompt resolution on the grounds that issues not dealt with become harder to resolve or manage effectively.
- applies to the conduct of staff whilst carrying out any work-related activity, which included attending conferences, events and social work-related functions.
- applies to conduct outside work which is likely to bring the employer into disrepute, including comments made and published on social and professional networking media.
- complies with the ACAS Codes of Practice on Grievance and Disciplinary procedures.

*If a staff's performance is sub-standard due to negligence or lack of application then the matter will normally be dealt with under these disciplinary procedures (as opposed to the Capability Procedure).

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This policy does not cover:

- concerns about work performance which should be dealt with using the performance management processes, such as the capability procedure.

General Principles

The principles of this policy are to:

- ensure fair and equal treatment, appropriate to individual circumstances in disciplinary matters for all staff, by adhering to the principles of best practice.
- ensure all disciplinary matters are treated as a priority and dealt with quickly and efficiently to avoid any undue stress and disruption to the work of Tang Hall Community Centre.
- ensure a consistent, objective and sensitive approach. It is essential that those involved in using the procedure are appropriately trained to understand their rights and responsibilities and understand the serious nature of their responsibilities.
- ensure the highest level of confidentiality at all stages of the informal and formal procedures. This will apply to verbal and written communication. Other than in exceptional circumstances only those colleagues directly involved with the investigation will be informed of the matter.
- ensure staff have the right to be accompanied at any formal disciplinary or appeal hearing by a union official or workplace colleague.
- ensure arrangements are made to meet any disability-related access needs.