

PLAY MONTGOMERYSHIRE

Registered Charity No 1000016

DISCIPLINARY PROCEDURE

THE AIM IS TO ENCOURAGE HIGH STANDARDS AND A PROFESSIONAL ATTITUDE TOWARDS ALL WORK RELATED ACTIVITIES, FOR THE BENEFIT OF THE ORGANISATION, THE INDIVIDUALS WHO WORK IN IT AND THE PEOPLE WHO USE IT AS A SERVICE.

This procedure is to deal with issues that contradict the aims of the organisation, or the health and wellbeing of those involved in it, in a fair and consistent way (This does not form part of your contract of employment but represents Play Montgomeryshire's current practice, which may vary from time to time).

The member of staff or volunteer may be accompanied by a colleague or representative in an unofficial capacity at all levels of the procedure.

STAGES OF PROCEDURE

In the event of a case of misconduct occurring, the manager will make a full investigation. No disciplinary action will be taken until the matter has been fully investigated.

At every stage you will have the opportunity to state your case at a disciplinary interview and to be accompanied or represented, if you wish, by a trade union representative, a fellow member of staff or a non-lawyer friend.

Prior to a disciplinary interview you will be told the nature of the alleged offence or problem, the nature of the evidence and the range of possible outcomes, and you will be reminded of your right to be accompanied or represented.

If at any stage a warning is given, the warning will include the reason for the warning, the required improvement, and when the situation will be reviewed. It will indicate that if there is inadequate improvement or a repeat of the offence, a further warning or a final written warning may be given or, if applicable, that you may be dismissed.

The Care & Social Services Inspectorate for Wales (CSSIW) will be notified in cases where there are Child Protection issues, they can be contacted at CSSIW, Mid Wales regional Office 01597 829319

You have the right to appeal against any disciplinary warning other than a verbal warning. The appeal procedure is set out below.

The Procedure:

1. Verbal Warning

Advising member of staff of reason for warning, and that it is the first verbal warning. A note of the warning will be kept in the supervision records.

2. Written Warning

If an investigation and interview with you about a disciplinary matter indicates that it is too serious to be dealt with through a verbal warning, you may receive a written warning as your first warning.

You may also receive a written warning if a review after a verbal warning or a previous written warning shows that there has been inadequate improvement in your conduct or work, or if an incident of unsatisfactory work or conduct occurs after a verbal warning or a previous written warning.

3. Final Written Warning

This will be carried out by the Employment Sub-Group, and will give the reason for the final warning, and that if the situation does not improve within an agreed time limit, the member of staff or volunteer will be dismissed. A copy will be kept with the employment records.

4. Dismissal

If the above procedure fails, the Management Committee will dismiss the member of staff or volunteer, in writing, giving the reason for dismissal, the date of leaving, and if they may work their notice or leave immediately. Copies of the letter should be kept with the employment records.

5. Gross Misconduct

Gross misconduct includes any action which threatens Play Montgomeryshire, its work or reputation, people connected with Play Montgomeryshire or members of the public, or which destroys Play Montgomeryshire's necessary relationship of trust with you. Examples include theft, damage to Play Montgomeryshire's property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical assault, threatening behaviour, gross insubordination, conduct endangering any person, gross negligence, breach of professional ethics, or breach of standards of good conduct. This list is not exhaustive and other actions may also constitute gross misconduct.

If after investigation, it is found that you have committed an act or acts of gross misconduct the normal consequence will be dismissal without notice and without pay in lieu of notice.

6. Suspension

While any alleged misconduct other than gross misconduct is being investigated, you may be suspended and will be paid your usual salary. In case of alleged gross misconduct, you may be suspended at your usual pay, or at reduced pay or without pay during the investigation.

7. Appeals

The member of staff or volunteer may appeal to the Management Committee within 5 working days, at each stage of the procedure, and the appeal should be heard by the Appeals Sub-Group, chaired by an independent adjudicator agreed by both parties, within a further 14 days. You will be given at least 2 working days notice of this decision. The Chairperson of the Appeals Group will be responsible for the fair consideration of all relevant information when the panel make a decision.

You will be given the decision of the meeting in writing. The decision is final.

Please contact the Co-ordinator if you require this procedure in Welsh.

This procedure will be reviewed on at least an annual basis.

Accepted at the meeting dated.....

Chairperson

Signed.....

I have read this policy and agree to abide by it

Signed.....

Date.....