

Woodbridge Community Hall Management Committee

Registered Charity number 1153286

DISCIPLINARY PROCEDURE

1 Purpose of the procedure

The Committee requires good standards of behaviour from its employees together with satisfactory standards of work. These disciplinary procedures apply to any misconduct or failure to meet standards of performance or attendance. The purpose of the procedure is to bring about improvement rather than to punish, and it should be recognised that the existence of procedures such as these is to encourage employees to achieve and maintain acceptable standards of conduct, attendance and job performance and to ensure consistent and fair treatment of all employees. The procedure sets out the action which will be taken when the performance or conduct of employees is not of an acceptable standard.

2 Principles

- Employees are expected to know the standard of work expected of them. This is outlined in the Job Description.
- Employees will be provided with details of the allegations and any evidence in support of this prior to any meeting; and they will be given the opportunity to state their case.
- An employee is entitled to be accompanied by a trade union representative or work colleague at a meeting.
- No employee will be dismissed for a first breach of discipline, except in a case of gross misconduct (see clause 7). If there is alleged gross misconduct, steps 3 to 6 will not be followed.
- Employees have the right to appeal against any disciplinary action taken.

3 Informal discussions / counselling

Before taking formal disciplinary action, the Hall Maintenance Officer or the Chair will make every effort to resolve the matter by informal discussion with the employee. Only when this fails to bring about the desired improvement should the formal procedure be implemented.

4 First or formal verbal warning

If conduct or performance remains unsatisfactory, the employee will be given a verbal warning. Such warnings will be recorded but disregarded after three Months' satisfactory service providing there have been no subsequent issues.

5 Written warning

If the issues are not resolved, the employee will be given a written warning, and a disciplinary meeting may be called. After a period of three months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

6 Further action

If the employee's work or conduct fails to improve or there is further evidence of misconduct, they will be informed in writing of WCHMC's intention of dismissal with appropriate notice. Employees will be paid for this notice period.

7 Gross misconduct

An employee can be dismissed without notice on grounds of gross misconduct. If this takes the form of violence or aggressive behaviour towards members of the Management Committee, volunteers, hirers of the Hall or a colleague, the employee will be suspended with pay while the alleged incident is investigated. Dismissal at that point must be confirmed in writing within ten working days.

In all other cases of gross misconduct, for example falsification of records, the employee will be expected to continue to work their normal hours until a decision is made, following a disciplinary hearing.

Where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child or vulnerable adult, WCHMC will inform the relevant authorities and follow Safeguarding guidelines.

8 The right to appeal

If the employee wishes to appeal against any disciplinary decision, they must do so within ten working days of being notified of the decision.