

Hill Rise Hall Community Association

Controlled Document

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Review Schedule Every two years

Next review due April 2025

Owner (Responsibility) Toby Robinson Chair

Document Description

This policy identifies Hill Rise Halls Disciplinary Policy – with respect to staff and committee members.

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

Hill Rise Community Association

Disciplinary Policy

The Hall Manager or Chairman will try to resolve any problems of a disciplinary nature, or a grievance informally in the first instance. If this approach is not successful, the following procedure shall apply:

1. Purpose and scope

The organisation's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when guidelines and instructions are breached.

2. Principles

- a) 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.
- b) At every stage the employee will be informed in writing of what is alleged and have the opportunity to state their case at a meeting with the representatives of the committee and they may be accompanied, if they wish, by a trade union representative, friend, or a colleague.
- c) An employee has the right to appeal to the Management Committee against any disciplinary penalty.

3. The Procedure

Stage 1

If conduct or performance is unsatisfactory, the committee member with responsibility for staff will discuss this with the employee. The employee will be given a written warning or performance note. Such warnings will be recorded but disregarded after six months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning.)

Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within one month, action at Stage 3 will be taken.

Stage 3 – dismissal or action short of dismissal

If the conduct or performance has failed to improve, the employee may be dismissed.

Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

- theft, damage to property, fraud,
- incapacity for work due to being under the influence of alcohol or illegal drugs,
- physical violence, **towards** a member of the public or hirer of the hall,
- bullying or abusive behaviour to a member of the public or hirer of the hall or member of the Management Committee
- endangering the Hall users by disregarding of health and safety rules of the hall,

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the Community Association Chairman, only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Management Committee within five working days. The Management Committee may appoint an independent arbitrator to hear the appeal.

Minutes of each stage of the disciplinary action are to be kept.