

**Green Corridor  
Grievance and Disciplinary  
Policy and Procedure.**

**DOCUMENT CONTROL**

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**PRINCIPAL RELATED POLICIES & PROCEDURES**

| Document Title               | Location                 |
|------------------------------|--------------------------|
| Equality & Diversity         | GC Policies & Procedures |
| Whistleblowing               | GC Policies & Procedures |
| Anti-Bullying and Harassment | GC Policies & Procedures |
| Health & Safety              | GC Policies & Procedures |

**CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE**

|              |  |
|--------------|--|
| Name         |  |
| Job Title    |  |
| Line Manager |  |

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Policies and Procedures folder for future reference.

## **Grievance & Disciplinary Procedures**

Set out below is the employer's current grievance and disciplinary procedures; these do not form part of the contract but represent the employer's current practice, which it may vary from time to time.

### **Grievance Procedure**

This procedure should be used to settle all disputes and grievances that you wish to raise. The purpose is to settle any grievance fairly, simply and quickly:

- You should first discuss your grievance with the person involved
- If this does not resolve the matter you should refer it to your line manager or the CEO.
- If the grievance is in relation to the CEO then please refer to the trustee nominated by the board to deal with any matters relating to the grievance procedure
- If the matter remains unresolved it will be referred to a meeting of the Board of Trustees which you will be entitled to attend and address either yourself, or through and with a representative. The decision will be given to you in writing
- You should ensure that there is no unreasonable delay in the implementation of this procedure
- If the grievance concerns the trustee nominated by the board of the employer you may commence the procedure at a higher level
- If you have an issue involving any form of harassment or discrimination, which you feel unable to raise under the grievance procedure, you should raise it with a member of the governing body
- You have the statutory right to be accompanied to a grievance procedure hearing by a Trade Union representative or colleague

### **Disciplinary Procedure**

The employer's aim is to encourage improvement in individual conduct. This procedure sets out the action, which will be taken when disciplinary rules are breached.

Minor faults will be dealt with informally. However, if the informal discussion does not lead to an improvement or where the matter is more serious e.g. unjustified absences or unsatisfactory standards of work, the following procedure is to be used:

- 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
- At every stage you will have the opportunity to state your case and be accompanied, if you wish, at the hearing by a trade union representative or by a fellow employee at any disciplinary interview

- Prior to a disciplinary hearing you will be told the nature of the alleged offence, the nature of the evidence of the offence, the range of possible outcomes and reminded of your right to be accompanied
- You have the right to appeal against any disciplinary penalty other decision and to be accompanied by a trade union official or fellow employee at any appeal hearing
- A warning will usually contain a date after which it will be disregarded in any further disciplinary hearing. This will generally be 12 months but in appropriate cases, the right is reserved to extend this period
- The procedure may be implemented at any stage where in the opinion of the trustees the circumstances justify such a course of action

## **The Procedure**

### **Stage 1 - Oral Warning**

If conduct or performance is unsatisfactory, you will be given a formal ORAL WARNING, which will be recorded on your personnel file. You will be advised of the reason for the warning and that the warning is the first stage of the disciplinary procedure.

### **Stage 2 - Written Warning**

If the offence is serious or if there is no improvement in standards of conduct or work performance, or if a further offence occurs, a WRITTEN WARNING will be given which will include the reason for the warning and a note that, if there is no improvement or a repeat of the offence a FINAL WRITTEN WARNING will be given.

### **Stage 3 - Final Written Warning**

If the offence is very serious or if conduct or performance is still unsatisfactory, A FINAL WRITTEN WARNING will be given making it clear that any recurrence of the offence or other serious misconduct will result in dismissal. The warning will also include details of the complaint and the length of any period over which the employee's performance or conduct will be reviewed.

### **Stage 4 - Dismissal**

If there is no satisfactory improvement or if further misconduct occurs, the employee will be DISMISSED with appropriate notice.

### **Gross Misconduct**

If, after investigation, it is confirmed that you have committed gross misconduct, examples being (the list is not exhaustive) – theft, damage to company property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical assault and gross insubordination, conduct endangering any person or causing serious damage to the business or reputation of the company, misuse of our electronic communication system or computer equipment, accessing information on our computer database which you have no authority to access, gross negligence, breach of professional ethics or good conduct the normal consequence will be dismissed without notice or pay in lieu of notice.

### **Suspension**

While the alleged misconduct is being investigated you may be suspended, during which time you will be paid your normal salary. Such suspension, which does not imply guilt or blame will be for as short a period as possible. In cases of alleged gross misconduct the suspension may be without pay or at reduced pay.

### **Appeals**

If you wish to appeal against any disciplinary decision including dismissal you must notify the employer in writing within five working days. The notice must specify the issues you wish to appeal or contest. The Board of Trustees or a subcommittee of trustees will hear the appeal and decide the case as impartially as possible.