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Disciplinary Procedure

1 Purpose & Scope

The company's aim is to encourage improvement in individual conduct & performance. This procedure sets out action to be taken when disciplinary rules are breached.

2 Principles

- (a) The procedure is designed to establish 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 employees will be informed in writing of what is alleged & have the opportunity to state their case at a disciplinary meeting, and be accompanied by a work colleague or trade union representative.
- (c) An employee has the right to appeal against any disciplinary penalty.

3 The Procedure

STAGE 1 – First warning.

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 3 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, e.g. having a serious or harmful effect on organisation, it may be justifiable to move to a written final warning).

STAGE 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if further offence of a similar kind occurs, a final written warning will be given which will include reason for warning and a note that if no improvement results within 1 month, action at STAGE 3 will be taken.

STAGE 3 – Dismissal or action short of dismissal

If conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss of seniority or dismissal.

Gross Misconduct

If after investigation, it is confirmed an employee has committed an offence of the following nature (AND THE LIST IS NOT EXHAUSTIVE), normal consequences will be dismissal without notice or payment in lieu of notice:

- Theft
- Damage to property
- Fraud
- Incapacity for work due to influence of illegal drugs and/or alcohol
- Physical violence
- Bullying
- Gross insubordination

Whilst alleged gross misconduct is 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 employer only after full investigation.

APPEALS

An employee who wishes to appeal against any disciplinary decision must do so to the named person in the organisation within 5 working days. The employer will hear the appeal and decide the case as impartially as possible.

Signed

Claire Hall

Adopted: Sept 2009

Reviewed:

Sept 2010 Sept 2011 Sept 2012 Sept 2013 Sept 2014 Nov 2015 Feb 2018