



## *Disciplinary and Grievance Procedures*

*Disciplinary action taken against you for matters concerning poor performance, behaviour or absence, etc. will normally follow the procedure detailed below:*

### *First written warning*

You will be interviewed by your Line Manager and given an opportunity to explain your case. If a disciplinary warning is deemed to be necessary, a first written warning will be given and a copy of this will be kept on your personal file. The warning will remain on file, but will be disregarded for disciplinary purposes after such time has elapsed for it to be no longer relevant, provided your performance and/or conduct has reached a satisfactory level. Normally this will be six months.

The warning will detail the reason, the expected improvement, the time scale within which the improvement should occur, the names of the persons present during the meeting, and the consequences of not meeting the standards required.

### *Second Written Warning*

Where further action is deemed to be necessary the Line Manager concerned will issue a second written warning. This second written warning will be issued in the same way as for the First Written Warning detailed above. A second written warning will remain on file but will be disregarded for disciplinary purposes after such time has elapsed for it to be no longer relevant provided your performance and/or conduct has reached a satisfactory level. Normally this will be six months.

### *Final Written Warning*

If further action is deemed necessary a final written warning will be issued by a Director or the Principal in the same way as detailed above but will state that further disciplinary action will result in dismissal. A final written warning will remain on file but will be disregarded for disciplinary purposes after such time has elapsed for it to no longer be relevant provided your performance and/or conduct has reached a satisfactory level. Normally this will be twelve months.

### *Dismissal*

If further action is deemed necessary you will be given an opportunity to explain your case to a Director or the Principal who will then decide if dismissal is appropriate.

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### *Summary Dismissal/Gross Misconduct*

In the case of Gross Misconduct, a Director or the Principal will summarily dismiss you without notice and without issuing warning as detailed above. Such action will not take place until you have been given an opportunity to explain your actions at a disciplinary hearing. Gross misconduct includes but is not limited to physical violence, fighting, theft, improper personal behaviour, malicious damage to property or other similar offences. This list is not exhaustive and other serious offences or serious operational incompetence may also constitute gross misconduct.

Although each step in the disciplinary procedure will normally be used in sequence, the company reserves the right to use any step in the procedure if, in view of the company, the disciplinary action warrants this.

### *Demotion and Suspension*

The company reserves the right to use demotion as a disciplinary sanction or as an alternative to dismissal at any stage during the disciplinary procedure. Refusal to accept demotion at any stage in the procedure may result in dismissal. The company also reserves the right to suspend you without pay as a disciplinary measure at any stage in the procedure and such suspension would be for a maximum of five days.

### *Right to be accompanied*

You will have the right to be accompanied by a fellow employee or trade union representative at any formal disciplinary or dismissal meeting. The accompanying person will be allowed to address the hearing and to ask questions but will not have the right to answer questions on your behalf. Your chosen companion will also be allowed reasonable time to confer privately with you either within the hearing room or outside.

### *Appeals*

You will have the right to appeal against any dismissal decision made by the company. Any appeal should be put in writing, stating the reason for the appeal, and submitted to the appropriate Director or the Principal within seven days of receipt of the disciplinary warning or notice of termination. They will then arrange an Appeal Hearing with the appropriate attendees. When attending an appeal hearing you will have the right to be accompanied by a fellow employee or trade union representative.

The above disciplinary procedure does not form part of your contractual terms of employment.





### *Grievance Procedure*

If you have a grievance relating to your employment, you should in the first instance raise the matter with your line manager who will try to resolve the issue in question. Most grievances should be resolved at this informal stage.

If you are not satisfied with the answer given at this informal stage, you should raise the matter in writing with a Director or the Principal. You will be given the opportunity to discuss your grievance at a formal hearing which will be arranged within seven working days of your grievance being received and you will receive an answer within seven working days if the hearing.

If you wish to appeal against the decision given at this stage, you should raise the matter in writing with a Director or the Principal giving full details of your appeal. A formal hearing will be arranged within seven working days of your appeal being received. You will then hear an answer within seven working days of the hearing.

You will have the right to be accompanied by a fellow employee or trade union representative beyond the informal stage of the Grievance Procedure.

If you raise a grievance maliciously or fictitiously, you may be subject to disciplinary action if after investigation the grievance proves to be lacking in substance.



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