

Disciplinary Procedure

1. Resolving issues informally

Cases of minor misconduct or unsatisfactory performance are usually best dealt with informally. The Village Hall will use all reasonable efforts to reach an agreement with an employee on an informal basis. A quiet word is often all that may be required to improve an employee's conduct or performance. In some cases additional training, coaching and advice may be what is needed. There will, however, be situations where matters are more serious or where an informal approach has been tried but is not working. If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered too serious to be classed as minor, the Village Hall will provide employees with a clear signal of their dissatisfaction by taking formal action.

2. Purpose and Scope

The village hall's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached or the employee's standard of work is unacceptable to the Village Hall.

3. 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 employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative, a work colleague or a friend.
- c) An employee has the right to appeal against any disciplinary penalty.

4. 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 6 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 event on the Village Hall, 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 6 months, action at Stage 3 will be taken.

- **Stage 3 – Dismissal or Action Short of Dismissal**

If this conduct or performance has failed to improve, the employee may suffer dismissal.

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, bullying and gross insubordination

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 Village Hall only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to [the Chair] within five working days. The Village Hall will hear the appeal and decide the case as impartially as possible.