

## **Staff Discipline & Grievance Policy**

### Discipline:

The purpose of this procedure is to encourage employees to conform to their contracts of employment and Holy Trinity After School rules and regulations in relation to attendance, timekeeping, attention to work, safety and conduct generally and to promote attitudes of self-discipline among employees. It also aims to promote fairness and consistency of treatment in disciplinary cases while ensuring that the unreasonable conduct of an employee does not disrupt the work environment.

Before considering disciplinary action, the manager and management committee will carry out a preliminary investigation into any allegations of misconduct. The nature and allegations of misconduct may be such that it is considered appropriate to impose a period of precautionary suspension pending the outcome of criminal or disciplinary investigations or proceedings. On completion of the investigation the disciplinary team will decide on appropriate action.

Employees will be given reasons for the disciplinary action contemplated or being taken, e.g. allegations of misconduct/unsatisfactory performance etc. The member of staff will be informed of this prior to any disciplinary hearings or investigation interviews.

Formal disciplinary action will only take place after a hearing before a panel of at least two members. Each case will be judged on its own individual circumstances and merits and appropriate consideration will be given to any mitigating circumstances put forward and to previous record of service.

At each stage of this procedure an employee shall have the right to a fair disciplinary hearing with the opportunity to state their case. They will also have the right, where reasonably requested, to be accompanied at a disciplinary hearing or disciplinary appeal hearing by a work colleague or by a trade union official before any disciplinary action is taken.

Disciplinary hearings are those which could result in the administration of a formal warning or some other disciplinary penalty including dismissal.

The disciplinary penalty will be confirmed in writing. This will specify the misconduct, the improvement expected, the duration of the penalty, the likely consequence of further misconduct and the right to appeal.

There is a right to appeal against any disciplinary action. An appeal, setting out the grounds, must be made in writing to the management committee within 10 working days of receipt of the disciplinary decision. Appeal hearings should be heard as soon as practical and no later than 20 working days from the receipt of the appeal unless extended by mutual agreement. The management committee shall fix a date for the hearing of an appeal and shall notify the parties as early as possible and no later than 5 working days before the date of the hearing. The parties will be invited to make written submissions to be reviewed no later than 3 working days before the date of the hearing and to be exchanged between the parties by the same date. The result of the appeal shall be notified in writing the member of staff within 10 working days of the appeal hearing. The committee considering the appeal may:

- Dismiss the appeal
- Uphold the appeal
- Substitute a lesser penalty

## Grievance:

This procedure will be used to deal with issues which are causing grievance to an individual employee. It covers all differences between Holy Trinity After School and any individual which affect conditions of service. The purpose of this procedure is to provide an open and fair way for employees to make known their complaints and to have issues considered and if possible resolved at the appropriate level of management.

There is an expectation that this procedure does not absolve employees from their responsibility to make every effort to resolve issues of grievance through their existing lines of staff/management communication. Only where informal efforts are unsuccessful should the grievance procedure be used.

### Stage 1:

An employee wishing to raise an informal grievance should do so in the first instance with the manager. If an employee is not satisfied, then he/she can proceed to raise a formal grievance.

### Stage 2:

An employee wishing to raise a formal grievance should put details of the grievance in writing to the manager or the management committee.

The manager/management committee will arrange to investigate the issue and arrange a grievance meeting at which the employee may put forward reasons in support of the grievance. The meeting will consist of a panel of two members. The employee may be personally represented at the hearing by a trade union representative or colleague. The meeting will normally be arranged within 14 days of receipt of the written grievance. The decision of the panel will be conveyed to the employee within 7 days of the hearing.

If an employee wishes to appeal the decision, he/she must refer the matter, to the management committee within 7 working days from the date of the grievance panel decision. The employee must forward a copy of the original written grievance with other supporting evidence relevant to the grievance.

The management committee will arrange an appeal hearing involving the employee (and his/her representative where appropriate) and the appeal panel within 10 working days of receipt of the appeal or where this is not possible within a reasonable time scale mutually agreed.