

### **Principle**

The organization aims to encourage improvement in individual conduct or performance. This procedure sets out the actions which will be taken when disciplinary rules are breached.

### **Statement of intent**

- 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 have the opportunity to state their case and be accompanied, if they wish, at the hearings by a work colleague.
- c) Any employee has the right to appeal against any disciplinary penalty.

### **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 three 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 offence is sufficiently serious, for example because it is having or is likely to have, serious harmful effect on the organization, it may be justifiable to move 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 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 one month, action at stage 3 will be taken.

#### **Stage 3 - Dismissal or action short of dismissal**

If the conduct or performance has failed to improve, the employee may suffer demotion, loss of seniority (as allowed in the contract) or dismissal.

### **Statutory discipline and dismissal procedure**

If an employee faces dismissal - or action short of dismissal such as loss of pay or demotion - the minimum statutory procedure will be followed. This involves:

- step one; a written note to the employee setting out the allegation and the basis for it
- step two; a meeting to consider and discuss the allegation
- step three; a right of appeal including an appeal meeting

The employee will be reminded of their right to be accompanied.

### **Gross misconduct**

If after investigation, it confirms that an employee has committed an offence of the nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: - theft, damage of property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination, the breach of company policies such as child protection, health and safety and confidentiality.

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 employers only after full investigation.

### **Appeals**

An employee who wishes to appeal against any disciplinary decision must do so to Mr Stephen Martin at Fun 4U Club within five working days. The employers will hear the appeal and decide the case as impartially as possible.