

Peak Time Kids Club

DISCIPLINARY PROCEDURE

The purpose of the discipline procedure is to give employees and volunteers adequate rights and representation and the right of appeal.

At each stage there is a right to appeal to the management committee.

At each stage the employee/ volunteer has the right to be assisted by a representative.

STAGE ONE:

- a. Every effort should first be made to resolve the problem informally. This may result in a verbal warning being issued, which is not recorded.

STAGE TWO:

- a. On receipt of evidence indicating the cause of a disciplinary action, the co-ordinator will carry out reasonable investigation into the circumstances and will then approach the Chair of the management committee who will decide whether formal disciplinary action is justified.
- b. If it is deemed necessary to carry out more extensive investigation before a decision can be made whether disciplinary action is justified, an immediate precautionary suspension with pay may be imposed pending the completion of the investigation.
- c. If formal disciplinary action is justified, the employee/ volunteer will be informed in writing with a copy to their representative, if they so wish. At this stage the employee/volunteer may be issued with either;
 - a. A verbal warning, which is recorded.
 - b. A written warning.
- d. If the Chair of the Management Committee judges the matter to be sufficiently serious to warrant a disciplinary hearing, the employee/ volunteer is entitled to at least seven days notice.
- e. The employee/volunteer and their representative have the right to attend any such hearing.

STAGE THREE

- a. The disciplinary hearing will take place as quickly as possible but with at least seven days notice.
- b. The employee/volunteer has the right to be accompanied and represented.
- c. The hearing will be conducted by the Chair of the Management Committee, a member of the management committee and the Co-ordinator.
- d. At the hearing the employee / volunteer shall have the right:
 - a. To be fully informed of the complaint against him / her

- b. To be given an opportunity to state his / her case before a decision is reached.
- e. On completion of the hearing, a decision will be reached as soon as possible and the employee/volunteer informed of the outcome in writing.
- f. In the event of a penalty being awarded the employee /volunteer has a right of appeal.

STAGE FOUR

- a. Any appeal by the employee / volunteer must be lodged in writing within seven days to the Chair of the Management Committee, who will then convene an appeal hearing with other members of the management committee.
- b. The appeal will be conducted within ten working days or sooner if reasonably practical.
- c. The employee/volunteer has the right to be accompanied and represented.
- d. At the appeal hearing consideration will be given to the evidence presented at the disciplinary hearing. The management committee will have the right to consider any further evidence. The employee /volunteer will also have the right to produce further evidence to the appeal hearing.
- e. The management committee may confirm, delete or vary the penalty imposed at the disciplinary hearing. The appellant will be notified verbally and the decision will be confirmed in writing, with a copy to the employee/ volunteer's representative.

PENALTIES

Gross Misconduct

- a. An employee / volunteer found guilty of gross misconduct will be liable to dismissal without notice, although the disciplinary hearing and/or the appeal hearing will have the discretion to impose a lesser penalty if it is considered that the circumstances warrant this. Offences of gross misconduct will include: theft, violent behaviour, being under the influence of drink or drugs, and disobedience to lawful instructions. This list is not exhaustive.

Less serious offences

- b. An employee / volunteer found guilty of any less serious offences not amounting to gross misconduct will be subject to the following penalties according to circumstances:
 - Verbal warning
 - Written warning
 - Dismissal with noticeThis list is not exhaustive.

RECORDS

- a. All penalties will be confirmed in writing at the conclusion of the disciplinary hearing and / or appeal. In the event of a warning being issued, the employee / volunteer will be notified at the time of the issue of the warning of the period of time during which the warning will have effect. At the end of that period the warning will be removed from the record.

- b. The periods of time over which warnings will have affect are as follows:

Oral warning	6 months
Written warning	12 months
Final written warning	2 years