

W&BA Disciplinary procedure

Introduction:

The purpose of this procedure is to provide a framework to help and encourage all paid and voluntary workers to achieve and maintain appropriate standards of conduct and performance. The aim is to ensure consistent and fair treatment for all. We hope that any issues that arise during your paid or voluntary work will be resolved after informal discussions with the Management Committee of Waveney & Blyth Arts (W&BA).

Formal procedures will take place when efforts to resolve matters informally, has failed. When formal procedures are to take place, W&BA will comply with the procedures outlined below.

A paid or voluntary worker has the right to be accompanied by a friend at all stages of the formal procedures. A paid or voluntary worker may also be accompanied, with prior arrangement with W&BA, by a legal or union representative (if appropriate).

Informal Meeting:

Before any policy and procedure is invoked, conduct an informal meeting. Most problems can be resolved by informal discussions, and often this can avoid the need for formal disciplinary action. This may include mediation or additional training or support for the paid or voluntary worker. An informal meeting would not be recorded as disciplinary action and would be seen as a process of constructive dialogue.

If the problem cannot be resolved informally with your paid or voluntary worker, it might then be appropriate to invoke a disciplinary policy and procedure.

Stage 1 – Formal Verbal Warning

A formal verbal warning may be given to the paid or voluntary worker if, despite informal discussions or training, the conduct or performance still does not meet acceptable standards. This should follow an appropriate disciplinary meeting delivered by no more than 2 electives from the Management Committee under the auspices of the Chair.

A brief note of the warning should be kept but, subject to satisfactory conduct and/or performance, this would lapse after 6 months.

Stage 2 – Written Warning

If there is no improvement in standards within the prescribed time, or if a further offence occurs, the paid or voluntary worker should receive a letter from their manager inviting them to attend a further disciplinary meeting.

The disciplinary meeting should take place as soon as is reasonably possible, but with sufficient time for the paid or voluntary worker to consider their response to the information contained in the letter.

The meeting should be an opportunity for both the paid or voluntary worker (with their representative) and the Management Committee to talk about the issues or allegations

being made, consider the information with a view to establishing whether to progress the disciplinary action.

Following the disciplinary meeting, if it is decided that no further action is warranted, the paid or voluntary worker should be informed in writing.

If the paid or voluntary worker is found to be performing unsatisfactorily or their behaviour is deemed unsatisfactory they will be given a written warning. Copy of the written warning should be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance. Where a written warning is given, the Chair of the Management Committee should be advised and kept up to date with any progress.

Stage 3 – Final Written Warning

If the conduct or performance still remains unsatisfactory by the stipulated date, or if the misconduct is sufficiently serious to warrant only one written warning, a further disciplinary meeting should be called with W&BA, the paid or voluntary worker, and their representative. The disciplinary meeting will be an opportunity for the paid or voluntary worker to answer the issues raised. If this meeting establishes that there has been a failure to improve or change behaviour, then a final written warning should be given to the paid or voluntary worker.

Final Stage – Dismissal

If the paid or voluntary worker's conduct or performance still fails to improve or if further serious misconduct occurs, the final stage in the disciplinary process may be instituted and the paid or voluntary worker dismissed.

Gross Misconduct

Where a paid or voluntary worker is found guilty of gross misconduct, they would normally be subject to summary dismissal (instant dismissal without notice) and the above procedures regarding progression of warnings should not apply.

Examples of gross misconduct might include (This list is not exclusive of all potential incidents):

- breach of Safeguarding Policy
- deliberate falsification of expenses claims
- disclosure of confidential information
- convictions of a criminal offence that undermine a person's suitability for paid or voluntary work
- provision of false information relevant to a person's paid or voluntary work position
- consistently poor behaviour on a project
- use of abusive or offensive language or behaviour
- bullying or harassment
- being under the influence of alcohol or drugs
- theft of property or misuse of equipment or materials
- failure to abide by policies and procedures
- failure to satisfactorily perform assigned duties

Appeals

If a paid or voluntary worker wishes to appeal against any disciplinary decision, this should be made in writing within five working days of the decision being communicated to them, to the relevant person on the Management Committee.

Signed by: Genevieve Rudd, W&BA Chair



A handwritten signature in black ink, appearing to read "G. Rudd.", is centered within a light gray rectangular box.

Date: 29th November 2019

To be reviewed annually