



GRIEVANCE AND DISCIPLINE POLICY

Individual Grievance Procedure

If you have a grievance you should follow the procedure detailed in the next Section. It is in everyone's best interest that grievances are dealt with quickly and fairly at the lowest level possible. You are encouraged to make every effort to resolve any grievance informally in the first instance.

Formal grievance -

Stage 1

If the grievance cannot be resolved informally then you may pursue a formal grievance. In the first instance you should raise the grievance in writing (providing adequate information as to the substance of the grievance) with the UK W7's welfare officer. This will be treated in confidence. If the grievance is against the UK W7's welfare officer, the matter should be raised with the UK W7's secretary. You will be invited to a meeting without unnecessary delay and endeavour to settle the grievance. The UK W7's welfare officer will, in normal circumstances, respond in writing to the grievance within 5 working days of the grievance meeting. If more time is required notification will be given.

Stage 2

If the grievance is unresolved you should raise the grievance in writing (providing adequate information as to the substance of the grievance) with the committee. A meeting will take place without unnecessary delay. The UK W7's welfare officer that conducted the previous stage of the grievance may be required to attend the meeting. The committee will, in normal circumstances, respond in writing to the grievance within 5 working days. If more time is required, notification will be given.

At the formal stages of the grievance you may accompany you to all meetings if you

Disciplinary Procedure

Conduct in breach of any condition of Uk W7's, or failure to comply with any rules of Uk W7's may render you liable for disciplinary action. The severity of any disciplinary action taken will depend upon the particular circumstances of the misconduct. Persistent misconduct as well as gross misconduct

Disciplinary Hearings

The key objective of the disciplinary procedure is to encourage an improvement in conduct and to ensure that matters of alleged misconduct are dealt with fairly and consistently. At any stage in the disciplinary process you may be suspended whilst further investigations take place. Suspension prior to a disciplinary procedure hearing is not a disciplinary sanction. Suspension will usually be considered appropriate when, in the opinion of disciplinary panel, the allegations are so serious that it is considered prudent or when it is likely that allowing you to remain with Uk W7's may compromise an investigation. During a suspension you will not be permitted to access any Uk W7's sessions without prior permission from the disciplinary panel, the disciplinary panel will aim to hold a disciplinary procedure hearing without unnecessary delay, although this will depend on the availability of those required to attend and the time required to investigate the alleged misconduct issue.



A procedure hearing. Prior to the disciplinary hearing, management will set out, in writing, the employee's alleged misconduct or poor performance.

A disciplinary hearing will be conducted by the disciplinary panel and you will be invited to attend. If you refuse or are unable to attend, the meeting will be re-scheduled. If you do not attend the second time, disciplinary action might be taken in your absence, where appropriate. You are entitled to be accompanied at any disciplinary hearing should you wish.

The details of the case will be outlined prior to the commencement of the disciplinary hearing and you will be given the opportunity to respond to the allegations. The panel will then decide whether they believe the allegations/ issues to be well founded. If the panel believes that the allegations are true then they will decide on the level of disciplinary sanction.

When a potential disciplinary matter arises, the following responses may be considered.

Informal Action

Cases of minor misconduct are usually best dealt with informally. A quiet word is often all that is required to improve an members conduct. The informal approach may be particularly helpful where problems can be dealt with quickly and confidentially. There will, however, be situations where matters are more serious or where an informal approach has been tried but is not working. This will usually be dealt with by the UK W7's welfare officer

If informal action does not bring about an improvement, or the misconduct is considered to be too serious to be classed as minor, then formal action should be initiated.

Formal Disciplinary Stages

Formal disciplinary action will fall into one of the following categories depending upon the severity of the offence: -

First Warning

In the event of a breach of discipline, the person shall be given a first formal warning as to their future conduct and this warning will be recorded. The written confirmation will indicate clearly the offence and the improvement required.

The First Warning will remain valid for 6 months and will thereafter be disregarded for disciplinary purposes.

Final Warning

Any subsequent case of misconduct, whether connected or not to the previous case, shall result in the person being given a formal final warning in writing. This will set out the circumstances of the misconduct and the disciplinary action to which they are liable should a further breach occur. Previous spent warnings are usually disregarded in determining the level of warning. Persistent previous offending, however, may influence any decision to enter the disciplinary process at a higher stage.

The Final Warning shall remain valid for 12 months and will thereafter be disregarded for disciplinary purposes.



Dismissal / Suspension

If a further case of misconduct, or a single case of serious (gross) misconduct, occurs, the person will be liable to either dismissal, suspension until the next meeting of the committee. Any action short of dismissal will be accompanied by a Final Warning. During the term of this warning, dismissal will be the only available sanction for any recurrence of misconduct.

The offence, the decision and its implications will be clearly specified in the written confirmation of the outcome to the person.

Dismissal arising from gross misconduct will be summary and therefore without notice. All other dismissals will be with notice

Administration

A copy of any warning will be retained by Uk W7's. After a period of time, and subject to satisfactory conduct Uk W7's will consider the warning to have expired.

Right of appeal

You have the right to appeal against disciplinary action and, usually by the board of trustees you may be accompanied to the appeal hearings. It is your responsibility to register an appeal with the trustees. Your intention to appeal should be done in writing within seven days of the initial disciplinary decision being communicated to you. The form of the appeal hearing will be at the discretion of the UK W7's. An appeal will usually involve a review of all the relevant documentation including the employee's grounds of appeal. The outcome of the appeal will be communicated in writing as soon as possible after the hearing. Until the outcome of the appeal, any disciplinary sanction (including dismissal) will remain in force.

Gross Misconduct

Gross misconduct renders you liable to dismissal without notice.

This list is not exhaustive but examples of gross misconduct include: -

1. Any behaviour or omissions likely to endanger persons
2. Serious breaches of safety or any unsafe acts
3. Assaulting, fighting, harassing or threatening any person whilst a member of Uk W7's
4. Being in unauthorized possession of property belonging to the Uk W7's, another employee or a third party or removing, or attempting to remove, such property without authorisation.
5. Fraud (including dishonestly claiming expenses), embezzlement or any similar offence against the Uk W7's
6. Failure to follow a reasonable instruction from a person in authority.
7. Willfully or negligently damaging any items of Uk W7's property.
8. Behaving in a manner likely to cause offence to any member of Uk W7's or visitor (including behaviour that contravenes the equal opportunities/Diversity policy).
9. Theft or Dishonesty.
10. Bringing the Uk W7's into disrepute (either by actions or omissions in or outside of the Uk W7's).

The disciplinary panel will under normal circumstances consist of
Uk W7's welfare officer
Additional Welfare officer (England, Ireland, Scotland or Wales)
2 x Committee Member (not chairman)

Some of these roles may be duplicated to multiple positions within Uk W7's