

Disciplinary Procedures

The purpose of a disciplinary procedure is primarily that of ensuring the smooth working of the organisation and where appropriate assisting a member of staff to behave in a way which is consistent with the objective. Its primary purpose is therefore to bring about change as quickly as possible and not to administer punishment.

It is not possible to be specific about which acts would constitute misconduct or gross misconduct. However, it should be remembered that every employee is required to behave in a manner which will not endanger or inconvenience fellow employees, service users, volunteers or visitors or bring discredit on Multi-Cultural Family Base and be available for work.

An employee who is guilty of misconduct renders him/herself liable to disciplinary action. To a large extent the disciplinary action which may be taken in relation to an act or omission depends upon whether it amounts to 'misconduct' or 'gross misconduct'

In all cases the disciplinary procedure will operate as follows:

- A formal oral warning
- A second formal oral warning
- A written warning
- A final written warning

Dismissal:

If the situation remains unresolved after the above disciplinary procedures an employee may be dismissed. Reasons for dismissal may include a) lack of capability to carry out the duties required; b) redundancy (see below)

Gross Misconduct:

May lead to summary dismissal with out notice. Notification will be given in writing stating the grounds for the action taken. Alternatively an employee may be suspended from work pending legal proceedings or the hearing of an appeal.

Gross misconduct may include offences such as working dangerously, stealing, fighting.

Appeals will be considered if they are lodged in writing 7 days of an employee receiving a written notification of disciplinary action.

- A written decision on the appeal shall be given to the appellant within one working day of that decision

Representation:

At all times during discipline/grievance proceedings or any subsequent appeals, employees have the right to be accompanied by a trade union representative or any other representative of their choice.

Expiry/Expunging of Disciplinary Warnings

Warnings and other formal disciplinary action short of dismissal shall normally expire and all written reference to the above be expunged from an employee's personnel file after the following periods of satisfactory employment:

- Oral Warnings to be disregarded after 6 months
- Written Warnings to be disregarded after 9 months
- Final Warnings to be disregarded after 12 months

Adopted at Multi-Cultural Family Base Board Meeting on 24/08/04