



**DAYSPRING**  
PLACEMENT SOLUTIONS LIMITED

# Staff Disciplinary Policy

Policy Information Pack

**June 2020**

# **STAFF DISCIPLINARY POLICY**

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## **1. Purpose of the procedure/Introduction**

DAYSRING's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

*The purpose should remind people that the procedure is designed not as a dismissal procedure but as a means of encouraging employees to conform to acceptable standards.*

## **2. Principles**

- Employees are expected to know the standard of conduct or work expected of them. **(This should be laid out in the contract of employment or the employee handbook) – if in doubt, it is the employee's responsibility to get full clarity.**
- Employees will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case
- An employee is entitled to be accompanied by a trade union representative or work colleague at the meeting
- No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Employees have the right to appeal against any disciplinary action taken

*This section should include all the steps involved in the disciplinary procedure. Employers often lose at Employment Tribunals because they did not comply with the procedure – so always follow the procedure.*

### **3. Informal discussions**

Before taking formal disciplinary action, the manager or supervisor will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

*Make sure that employees and managers understand the difference between routine admonishment and action taken under the procedure.*

### **4. First or formal verbal 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 6 (six) full months of satisfactory service, providing there have been no subsequent disciplinary issues.

*It can be unfair to keep details of warnings on an employee's file indefinitely and no DAYSPRING manager or supervisor can do this.*

### **5. Written warning**

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a **disciplinary meeting may** be called.

After a period of 6 months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

### **6. Final written warning**

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning. If proven, a final warning, will be given to the employee warning that any further misconduct will result in a

dismissal with appropriate notice. Employees will be paid for this notice period.

After a period of 6 months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

## **7. Gross misconduct**

An employee can be dismissed without notice on grounds of gross misconduct. The employee will be suspended with pay while the circumstances of the alleged incident are investigated.

*Refer to contract of employment or employee handbook for what constitutes gross misconduct.*

A dismissal must be confirmed in writing within 10 working days of the date of the disciplinary interview.

Where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child or vulnerable adult, we inform the relevant agencies and follow Local Safeguarding Children's Board guidelines.

## **8. The right to appeal**

If the employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.