



(WSP) Disciplinary and Grievance Policy and Procedures

Disciplinary Procedure

Purpose and scope

The aim is to encourage and enable all WSP staff, members and volunteers to achieve and maintain the highest levels of conduct and performance.

This procedure sets out the action which will be taken in those exceptional circumstances when disciplinary rules are breached and/or appropriate levels or standards of conduct and performance are not being upheld.

Principles

The disciplinary procedure is designed to establish the facts quickly and to deal consistently and fairly with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated. Where possible and appropriate, informal action will be considered in the first instance.

Where formal action is being considered, WSP staff, members and volunteers will be informed in writing of what is alleged and will have the opportunity to state their case at a disciplinary meeting before any decision is made. They will have the right to be accompanied, if they wish, by a colleague or WSP member.

Except in the case of **gross misconduct**, when the penalty will be dismissal without notice or payment in lieu of notice.

The Procedure

Stage 1 – First warning

Performance - if performance does not meet acceptable standards – the first stage will normally be an improvement note. This will set out the nature of the performance issue(s); improvement required; timescale within which the improvement is/are expected to occur; any help or support that will be provided. It will advise WSP staff, members and volunteers of their right of appeal.

Conduct - if conduct is found to fall short of the required standard – a first warning will be issued. This will be in writing and will set out the nature of the misconduct; required change in behaviour and the right of appeal. The warning will inform the employee that a final warning will be considered if there is no satisfactory and sustained improvement.

WSP Policies & Procedures 2019

WEST STREET POTTERS is a private company limited by guarantee. Company Number 3744174.
REGISTERED OFFICE: 4, Portland Terrace, Hale Road, FARNHAM, Surrey, GU9 9QX.

Stage 2 - Final written warning

If the offence is serious or there is insufficient improvement in performance and/or standards, or a further offence of a similar kind occurs – a final written warning will be given. This will give the reasons and a note that if no improvement results within a specified period – action at stage 3 will be taken. It will refer to the right of appeal.

A copy of this written warning will be kept by the appropriate Director and will be disregarded for disciplinary purposes after twelve months – subject to satisfactory conduct or performance being achieved and sustained.

Stage 3 - Dismissal or other action short of dismissal

If there is further misconduct or a failure to achieve and/or sustain improved performance, the final step in the procedure may be dismissal. A decision to dismiss can only be taken by the appropriate WSP Director, and the staff member, member or volunteer will be provided with reasons in writing, the date on which the employment/membership will terminate and the right of appeal.

Gross misconduct

If, after investigation, it is confirmed that the staff member, member or volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

- theft or fraud; physical violence or bullying; serious misuse of WSP's property or name; incapacity for work brought on by alcohol or illegal drugs; serious insubordination; bringing WSP into disrepute; breach of confidence

While the alleged offence is investigated, the staff member, member or volunteer may be suspended, normally for no more than five working days. If, on completion of the investigation and following the disciplinary procedure, the relevant Director is satisfied that gross misconduct has occurred – the result will be summary dismissal without notice or payment in lieu of notice.

Appeals

A staff member, member or volunteer who wishes to appeal against a disciplinary decision must do so within five working days. The appropriate WSP Director will hear all appeals and their decision is final.

Grievance Procedure

Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your colleague, tutor, fellow member or fellow volunteer. You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should write a letter to the appropriate WSP Director setting out the basis for your complaint/concern. You should stick to the facts and avoid using language which may be insulting or abusive.

Where your grievance is against a staff member, member or volunteer and you feel unable to approach him or her you should talk to another staff member, member or volunteer or one of the Trustees.

Grievance hearing

When the appropriate WSP Director receives your letter – they will invite you to attend a meeting – normally within five working days – to discuss your grievance. You have the right to be accompanied by a staff member, member or volunteer at this meeting if you make a reasonable request. After the meeting the WSP Director will give you a decision in writing – this will normally be with you within 24 hours.

Appeal

If you are not happy with the WSP Directors decision and you wish to appeal – you should let them know as soon as possible (within a couple of working days if possible).

You will be invited to an appeal meeting, which should normally be within five working days. Your appeal will be heard by the Chair of the WSP Board. You have the right to be accompanied by a staff member, member or volunteer at this meeting if you make a reasonable request.

The Chair of WSP Board will give you a decision – normally within 24 hours of the meeting. Their decision is final.

Approved:	Review Date:	WSP Director Responsible for Action:

WSP Policies & Procedures 2019

WEST STREET POTTERS is a private company limited by guarantee. Company Number 3744174.
REGISTERED OFFICE. 4, Portland Terrace, Hale Road, FARNHAM, Surrey, GU9 9QX.