



Disciplinary Policy and Procedures

Approved: 2018

Review: 2020

The success of any organisation and its employees depends to a large extent on the ability to achieve and maintain high standards of performance, cooperation and discipline. Pembrokehire Weightlifting (PWL) know that employees understand and accept that in any organisation there has to be rules, codes of conduct and standards of performance and behaviour if the organisation is to run effectively, efficiently and fairly.

There are occasions when it is necessary to take action against employees whose conduct, performance and/or behaviour is unacceptable or detrimental to the organisation, other employees, clients and members of the public with whom they come into contact (not an exhaustive list).

- Good management procedures should preclude the use of disciplinary proceedings. However, except in cases of gross misconduct, an initial informal discussion should be held between you and your line manager to allow your behaviour to be discussed and the concerns of your line manager to be expressed. It should be stated at this meeting, that failure to improve behaviour will lead to the disciplinary procedures being invoked by your line manager. It is hoped that, at this stage, most cases of misconduct can be corrected. If this is not the case, however, the formal procedures will be implemented.
- In the event that you are subject to any disciplinary action, or for some other urgent cause, PWL reserves the right to suspend you on full pay and benefits pending the resolution of any investigation or disciplinary proceedings.

Most disciplinary procedures will follow the course set out below.

- In the first instance PWL will do an investigation to establish, as far as possible the facts surrounding the complaint/allegations. This is likely to involve taking into account the statement of any witnesses and compiling all the necessary documents and paperwork.
- Following the investigation and before any disciplinary meeting is arranged, the employee will receive a written statement setting out the full nature of the allegations and the basis for them and where possible any relevant statements from witnesses plus any other relevant documentary evidence.
- Where the employee is accused of an act of misconduct he/she may be suspended from work for up to 14 days on full pay and benefits pending the outcome of the investigation into the alleged offence. WW reserve the right to pay statutory sick pay in relation to any sickness absence taken by the employee during a period of suspension.

Disciplinary Meeting following the Investigation.

- PWL will convene a meeting with the employee to discuss what action is to be taken PWL will allow a minimum of 24 hours' notice prior to any stage of the procedure

being undertaken; the employee must take reasonable steps to attend the meeting. The main purpose of a disciplinary meeting is to allow the employee to state his/her case in full in order to answer PWL concerns.

- The employee will be allowed to be accompanied by a work colleague or trade union rep at every stage of the disciplinary procedure. Family members or legal representatives are not allowed. The meeting will usually be attended by two members of the management team, one who will take the minutes. A full copy of the minutes will be made available to the employee.
- Following the disciplinary meeting PWL will write to the employee setting out its decision and the reason for it. The options are NOT cumulative therefore any action can be taken (Depending on the nature of the issue and if any previous disciplinary action has been taken).

Stage 1 - Verbal Warning

For misconduct and breaches of discipline, you will be given a formal verbal warning by your line manager which will be recorded on your personnel file. The warning will be disregarded after six months of satisfactory service and removed from your file. You have the right to appeal to the manager senior to your line manager if you think that the warning was unjustified. This verbal warning will be confirmed in writing.

Stage 2 - Written Warning

If the offence is serious, if there is no improvement in standards, or if a further offence occurs, a Written Warning will be given by the direct line manager in consultation with the manager senior to the line manager. The written warning will state the details of the offence and set out what future disciplinary action will be implemented if the offence is repeated within a set period. It will be kept on your personnel file and destroyed 12 months after the date on which it was given, if the intervening months of service have been satisfactory. You are required to read and sign the formal warning and have the right to appeal to the Chair if you think that the warning was unjustified.

Stage 3 - Final Written Warning

If conduct is still unsatisfactory and required standards have not been reached, in a set period of time, a Final Written Warning will be given by the manager senior to the line manager. This will make it clear that any recurrence of the offence or other serious misconduct within a period of 12 months may result in Dismissal. You are required to read and sign the final written warning and have the right to appeal to the Chair if you think that the warning was unjustified.

Stage 4 - Dismissal

If the case of gross misconduct, or all the appropriate stages of warning procedure have been exhausted the employee may be dismissed by the Chair or nominated deputy. You have the right to appeal to the Board via the Chair if you disagree with the decision of the Chair to dismiss.

Depending upon the seriousness of the matter and all the circumstances, any of the above stages may be omitted. If summarily dismissed, the employee will receive a written statement of the reasons for dismissal.

Misconduct and breaches of discipline

It is not possible for any set of disciplinary rules to cover all circumstances that may arise but there are basically two distinct categories of offence which could result in disciplinary action. Examples are given below under each of the two categories. The lists are not to be regarded as exhaustive as there may be other offences which could result in disciplinary action.

Examples of misconduct and breaches of discipline

- poor timekeeping;
- unauthorised absenteeism including failure to notify appropriate manager of absence;
- minor infringement of PWL rules and regulations;
- minor instances of harassment and bullying;
- minor instances of insubordination;
- Failure to carry out reasonable instructions.
- disregard of PWL rules and regulations including normal operating instructions;

Serious Misconduct

If, after investigation, it is confirmed that you have committed an offence of the following nature (the list is not exhaustive), the normal consequence will be summary dismissal;

- theft of PWL property (or property belonging to other employees or PWL customers/members);
- wilful damage to PWL property;
- negligent loss of PWL property or equipment
- Deception/fraud – falsification of PWL records including overtime records, claims for expenses, travel costs and subsistence allowances. Making untrue statements to PWL with intent to deceive or obtain advantage including untrue statements on application forms or at interview and the submission of statements containing false information about sickness, or absence associated with sickness;

- abusive behaviour – violence/fighting including assault on another employee (except in self-defence);
- breach of confidentiality;
- breach of computer security;
- serious acts of harassment and bullying;
- serious acts of insubordination;
- unlawful discrimination
- serious negligence or serious breach of health and safety regulations which causes unacceptable loss, damage or injury;
- refusal to obey a reasonable management instruction;
- miss-use of the internet/email;
- indecent behaviour;
- serious breach of WW rules and regulations.

Criminal Offences

Criminal offences will not be treated as an automatic reason for dismissal. The main considerations will be whether the offence is one which makes the individual unsuitable for continued employment. The Chair will review the situation considering the employee “point of view and the individual” future. A final decision will be made by the Board.

Appeals

If the employee is dissatisfied with the outcome of any stage of the above procedure they may appeal in writing within five working days to the Chair.

If an appeal is made a further meeting will be held which the employee must attend. The employee will have the right to be accompanied by a work colleague. The appeal will usually be heard by the Chair and one other Board member (one of who will take the minutes) who have been independent of the disciplinary procedure to date. A full copy of the minutes will be available to the employee.

The purpose of the appeal meeting is to allow the employee to state why they should not have received a disciplinary sanction.

Following the appeal meeting the employee will set out their decision in writing and the reason for it within five working days this decision is final.