

# THE MEETING PLACE (BOOKHAM)

Registered company No. 7817471 and Registered Charity number 1192001



## Disciplinary Procedure

Version No	Date	Details of changes included in update	Amendments by name and role
Original	September 2021	Version numbering commenced. The Trustees of The Meeting Place (TMP) approved this Policy in September 2021.	n/a

### 1. Purpose and scope

The Disciplinary Procedure will be used only when necessary and as a last resort. This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all in the organisation.

### 2. Principles

Informal action will be considered, where appropriate, to resolve problems.

No disciplinary action will be taken against an employee until the case has been fully investigated.

For formal action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

At all stages of the procedure the employee will have the right to be accompanied by a colleague or other appropriate representative.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary action.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

### **3. The procedure**

#### **First stage of formal procedure**

A first warning for misconduct will be given if conduct does not meet acceptable standards and informal warnings have not brought about a change in behaviour.

Examples of misconduct are listed below. It is stressed however that this list is not exhaustive:

- Persistent lateness and poor time-keeping
- Absence from work, including going absent during work, without valid reason, notification or authorisation
- Smoking within unauthorised areas
- Failure to work in accordance with prescribed procedures
- Unreasonable standards of dress or personal hygiene
- Failure to observe The Meeting Place's procedures

A first warning will be in writing and will set out the nature of the misconduct, the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

#### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the supervisor but will be disregarded for

disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance.

### **Dismissal or other sanction**

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal. Dismissal decisions can only be taken by the Chairman of the Trustees, and the employee will be provided in writing with reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after 12 months subject to achievement and sustainment of satisfactory conduct or performance.

### **Gross misconduct**

The following list provides some examples of offences which are normally regarded as gross misconduct. It is stressed however that this list is not exhaustive:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination or harassment
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence

If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the organisation is satisfied that gross

misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

### **Appeals**

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Chair of The Meeting Place will hear all appeals. Depending on the nature of the misconduct an appeal may include a representative from Churches Together in Bookham. This decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

### **Bibliography**

ACAS. (23.9.2019). *Example grievance procedures*. Available:  
<https://www.acas.org.uk/example-discipline-and-grievance-procedures>  
Last accessed 18.6.22.