Disciplinary and Grievance Procedure for Employees Policy

Policy statement

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. Binfield Preschool is committed to ensuring that all staff should be treated in a fair, consistent and sensitive way.

Minor disagreements
Informal action will be considered, where appropriate, to resolve minor disagreements among preschool staff. This can be achieved at a regular staff meeting or informally by discussion.

Disciplinary Procedure
Where a more serious situation arises, such as when a dispute cannot be resolved in an informal way, or the manager or committee is dissatisfied with the conduct or activities of an employee, a formal disciplinary procedure will take place.

Misconduct, which may warrant action under the appropriate stage of the disciplinary procedure, includes:

Poor timekeeping or persistent lateness

- Unauthorized absence from work
- Wilful failure to comply with a reasonable instruction from a member of senior management
- Persistent minor breaches of health and safety requirements
- Foul or abusive language
- Sexual or racial harassment, which is not sufficiently serious to fall into the category of ‘gross misconduct’

The list is not exclusive or exhaustive and there may be other matters, which are sufficiently serious to warrant categorisation and consideration as either ‘misconduct’ or ‘gross misconduct’. Any disciplinary matter will normally be dealt with using the following procedure. At every stage, the employee will be given reasonable notice that a disciplinary hearing is due to take place to give them the opportunity to prepare their case. They should be given the opportunity to be accompanied by a member of staff or family member if they wish to do so.
Disciplinary matters will be dealt with in three stages:

- Verbal warning
- Written warning
- Notice of dismissal

**Verbal Warning**
1. The employee will be interviewed by the disciplinary panel and the complaint explained.
2. The employee will be given the opportunity to fully explain his/her case.
3. After consideration by the panel and if a warning is considered to be appropriate, the employee will be:

   - Told what corrective action should be taken
   - Given a reasonable length of time to rectify matters
   - Given appropriate training, if such needs have been identified, and given time to implement
   - Informed of any mitigating circumstances that have been taken into consideration when reaching the decision
   - Given a warning that if improvements are not made, then further action will be taken
   - Informed that they may appeal against the decision within 5 days

The employee will be advised that this is the first stage of formal procedure. A record of the improvement note will be kept for 3 months and after that period, it will be considered spent - subject to achieving and sustaining satisfactory performance.

**Formal written warning**
If further action is necessary, the employee will be interviewed and given the opportunity to state his/her case.

If there is a need for disciplinary action, a letter will be sent to the employee. The letter will:

- Contain the reason for the reprimand
- Explain the corrective action required and the time given to improve
- Outline training needs that have been identified and the timescales for implementation
- Warned that if improvements are not made in the time given, further disciplinary action will be taken that could result in a final written warning, which if unheeded, could result in dismissal
- Explain that an appeal could be made against the decision within 5 days

**Final written warning**
If further action is necessary, the employee will be interviewed and given the opportunity to state his/her case, within 10 days.
A disciplinary action letter will be sent to the employee. The letter will:

- Contain the reason for the reprimand
- Explain the corrective action required and the time given to improve
- Outline training needs that have been identified and the timescales for implementation
- Warned that if improvements are not made in the time given further disciplinary action will be taken, which could result in dismissal
- Explain that an appeal could be made against the decision within 5 days

**Dismissal**

If the employee fails to make the agreed improvements, then the employee will be interviewed as before and if the decision is to dismiss, the employee will be given the notice of dismissal, stating reasons and given the details of the right of appeal.

If progress is satisfactory, within the time given to rectify matters, the record of warnings will be destroyed.

**Gross Misconduct**

If after investigation, it is confirmed that an employee 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
- Ill treatment of children
- Assault
- Malicious damage
- Gross carelessness, which threatens the health and safety of others
- Serious incapability at work brought on by use of drugs or alcohol
- A serious breach of confidence
- Bullying of staff or children alike

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he/she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

**Appeals**

At each stage of the disciplinary procedure, the employee has a right of appeal and that appeal must be made in writing to the manager and chair of the committee.

The procedure will be informal, and the employee may have a friend, colleague or family member to speak for them.
The employee will state why they are dissatisfied and may be questioned
The manager and chair will be asked for their point of view and may be asked questions
Witnesses may be heard and questioned by the Appeals Committee and by an employee and deputy manager.
The committee will consider the matter and make its decision.

A written record will be kept.

Grievance Procedure

Informal grievance
If an employee has a grievance, it should be discussed with the manager or any of the committee members if the employee feels more at ease to talk to them. If the grievance persists, a management committee should be set up for the purpose of further discussion. The employee is entitled to have a colleague present. Employees’ grievances will be treated seriously and will be resolved as quickly as possible.

A grievance is a complaint by an employee about any aspect of his/her employment, e.g. nature or range of duties, conditions of service, relationships with other staff. The grievance must be one that lies within the powers of the management of the preschool to resolve, e.g. it cannot be about matters determined by national legislation.

Formal grievance
If the matter is serious and the employee wishes to raise the matter formally, the grievance should be set out in writing. If the grievance is against the manager and the employee feels unable to speak to him/her directly, he/she should be able to talk to the chair or any member of the committee.

Grievance hearing
The manager or chair will call the employee to a meeting to discuss the grievance, within 5 days of the grievance being received. The employee has the right to be accompanied by a colleague or family member.

After the meeting, the manager or chair will give a decision in writing within 24 hours.

Appeal
If the employee is unhappy about the decision and wishes to appeal, he/she should let the manager and/or chair know.
The employee will be invited to a meeting, within a reasonable time frame (10 days maximum) and the appeal will be heard by an Appeals Committee. The employee has the right to have a colleague or family member present.

After the meeting, the Appeals Committee will give a decision, within 24 hours. The decision will be final.

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<td>Adrian Hone</td>
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<td>Role of signatory (e.g. chair, director or owner)</td>
<td>Chair</td>
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