

Disciplinary Procedure Template

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# Disciplinary Procedure

*[Organisation name]* wishes to ensure high standards from its employees. The Disciplinary Procedure enables the organisation to take appropriate action against you where your performance or conduct is unsatisfactory.

In order to ensure that you are treated fairly and consistently [organisation name] will adopt the following procedure.

## Written Warning

A written warning may be given immediately if it is felt that the matter is serious, if there has been no improvement in standards following a verbal warning or if a further incident of a similar kind occurs. Your line manager or Director will invite you to a hearing to discuss the problem and may give you a written warning.

## Final Written Warning

A final written warning may be given if an initial offence is very serious or if conduct, performance or attendance remains unsatisfactory following a verbal or written warning. It may also be given if an incident of unsatisfactory performance or conduct occurs following a previous verbal or written warning. Your line manager or Director will invite you to a hearing to discuss the problem and may give you a final written warning. The final written warning will state that any recurrence of the offence, or further misconduct of a similar nature within 12 months will result in dismissal. Final written warnings will be kept on your personnel file.

## Dismissal

If, following a final written warning, your performance, conduct or attendance does not improve significantly or further misconduct occurs, you may be dismissed. Dismissal will be authorised by *(insert name)*. Your line manager or Director will invite you to a hearing to discuss the problem, informing you that the disciplinary meeting may lead to your dismissal. Should the meeting result in dismissal, you will be given an amount of notice equivalent to that specified in your Contract of Employment or pay in lieu of such notice. You will have the right to appeal against the decision but where the notice period would expire before the outcome of the appeal is known, you will be suspended without pay until the appeal process is completed. You will receive a written statement of your dismissal within 14 days of the dismissal hearing.

At all stages of the disciplinary procedure you will have the right to be accompanied by a Trade Union Representative or a work colleague. You will also be given the right to appeal against all disciplinary warnings.

## Gross Misconduct

Gross misconduct includes any action which threatens *[organisation name],* its work or its reputation, the people or organisations connected with *[organisation name]* or members of the public or which destroys our trust in you. Examples include theft, damage to property, fraud, incapacity to work through being under the influence of alcohol or illegal drugs or other substance abuse, physical assault or threatening behaviour, gross insubordination, negligence, harassment or any other discriminatory behaviour or conduct which endangers others. It would also cover breaches of confidentiality or professional conduct and inappropriate or misuse of office equipment, including computer, e-mail or internet access.

This list is not exhaustive and actions not listed above may also constitute gross misconduct. If you are accused of an act of gross misconduct you will be suspended on full pay for up to 10 working days whilst an investigation takes place. If, after investigation, it is decided that you have found to be negligent or have committed an act or acts of gross misconduct, you will be dismissed without notice and without pay in lieu of notice.

## Suspension

If *(insert name or work title)* considers that the matter may result in your dismissal, with or without notice, or that your presence may result in a witness in any disciplinary proceedings feeling intimidated, you may be suspended on full pay. The fact of such suspension will not be taken into account in any disciplinary proceedings.

## Appeals

You are entitled to appeal against any disciplinary warning or decision to dismiss. To do so you must notify *(insert name or work title)* or, in his/her absence, *(insert name or work title)*, in writing within five working days of receiving the written warning or other written notification of any decision. Your letter must specify the issues you wish to appeal against or contest.



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