

Floorskills Training Staff Disciplinary Policy

The purpose of this policy is to enable managers to investigate and deal with misconduct in a consistent and timely manner to avoid or minimise effect on service delivery.

Principles

- All employees will be treated fairly.
- Disciplinary procedures will comply with the [ACAS Code of Practice on Discipline and Grievance](#)
- Definitions of misconduct and gross misconduct will be published in the guidance underpinning this policy.
- Disciplinary matters will be treated promptly and confidentially.
- If an employee has sick leave during the process, the process will continue.

Application

In applying the policy...

General

Where an appropriate, informal process has failed, the policy is designed to formally address conduct, behaviour, attitude, performance, etc. not covered by the capability procedure. The procedure will have four levels of disciplinary penalty which are:

- Verbal warning
- Written warning
- Final written warning
- dismissal/action short of dismissal (e.g. permanent or temporary demotion with loss of earnings)

The procedure can be entered into at any stage as appropriate to the nature of the circumstances.

Formal Investigation

Investigations will be conducted only where necessary after an initial fact-finding stage. In most cases, the investigation will be carried out by the manager, ensuring that impartiality is maintained.

Investigations will be progressed in a reasonable timescale and not be unduly delayed or suspended. The line manager or appropriate alternative manager will take the decision to progress to a disciplinary hearing and will ensure the hearing is held promptly following completion of an investigation, or review of sufficient existing evidence.

Disciplinary Hearing

Employees will be given at least 3 working days' notice of a disciplinary hearing. All documentary evidence relating to the allegations will be sent to the employee 3 working days before the hearing.

Employees may be accompanied by a work colleague or trade union representative at investigation meetings and disciplinary hearings. They must let the meeting arranger know who that person will be in advance of the meeting. It is the responsibility of whoever is arranging the meeting to ensure that the companion receives a copy of any documentation. The manager may also be accompanied

Where appropriate witnesses will be interviewed as part of an investigation and may be called to attend a hearing.

Employees must provide the manager conducting the hearing with any documentation in support

of their case at least 2 working days prior to the hearing.

The outcome of the disciplinary meeting will be confirmed and a letter sent to the employee held in the employee folder.

Warning Periods

Written warnings will normally remain live for 12 months but can be extended in exceptional circumstances.

Matters can be progressed to the next stage at any time within the timescales and must be relevant to the expectations set during the process as appropriate.

Appeals

An employee may appeal within 5 working days of receipt of the outcome in writing if they consider that their situation has not been handled appropriately or if new and/or additional information has come to light that was not available at the meeting.

Appeals will be heard by a manager who has not previously been involved in any detail other than to be aware of the issue. This person may or may not be senior to the initial investigating Manager. Appeal meetings will take the form of a review of the process and evidence considered at the disciplinary hearing and will not normally involve a full re-hearing unless significant new or additional information is available.

The appeal outcome will be confirmed at the conclusion of the appeal hearing and confirmed in writing within 2 working days of the hearing.

SCOPE

The policy and related procedures apply to all employees of the organisation.

The standards and conduct of behaviour that Floor skills expects from its employees is outlined at induction and included in the Employee Handbook. Where there may be an issue of capability, floorskills will try wherever possible to offer training for the staff member. This will only relate to a situation where the Capability issue is not detrimental to the business on a daily basis.

M. Bourne



Date: 01/08/2020

Managing Director