

DISCIPLINARY PROCEDURE

There are different situations that can lead to disciplinary action:

- **Poor Performance:** This is when an employee is consistently failing to meet the performance standards expected in their job and this is due to the employee's own lack of application, negligence or carelessness.
- **Misconduct:** This is a failure to follow the agreed rules, policies or procedures. Unacceptable levels of attendance not connected to a medical reason will be treated as misconduct.
- **Gross Misconduct:** This is behaviour or actions that result in a very serious breach of [INSERT COMPANY NAME]'s rules and may result in summary dismissal. Gross misconduct is misconduct serious enough to destroy the employment contract between the employer and the employee and make any further working relationship and trust impossible.

Examples of gross misconduct are, but not limited to:

- Theft, fraud or falsification of records
- Failure to adhere to non-disclosure agreements and client confidentiality
- Threatening behaviour and/or physical violence towards work colleagues or visitors
- Being rude to clients.
- Serious negligence or wilful damage to company property, public property or another employee's property
- A serious act of discrimination, bullying or harassment
- Behaviour which brings this company's reputation into disrepute
- Using computer or other electronic means of communication for the access, transmission, processing and or/passing of any material which is regarded as inappropriate and which could result in a loss of operations or reputation
- Refusal to carry out a request, in the course of duties
- Incapability whilst on duty brought about by alcohol, non-medicinal drugs or substance misuse
- Smoking in a non-designated area
- A serious breach of Health and Safety procedures
- A serious breach of confidentiality.

Suspension

In certain circumstances when there has been a very serious breach of [INSERT COMPANY NAME]'s rules or where an employee's continued presence in the work place may prejudice the investigation, it may be necessary to suspend an employee from work. Employees will be suspended on full pay and have the suspension confirmed in writing. Periods of suspension should not normally exceed 7 working days. If a period greater than this is required to carry out an investigation this will be confirmed to the employee in writing. Suspension is not a disciplinary action but to enable a fair and full investigation to take place. When a union representative is to be suspended then the relevant local full time officer must be informed as soon as possible.

The following Disciplinary Procedure covers all [INSERT COMPANY NAME] employees.

Informal Action

Standard Setting Discussion

Any shortcomings in the performance, conduct or attitude of an employee will be brought to their attention in informal discussions about the problem, between the employee and their line manager.

A standard setting discussion is not a formal part of the disciplinary procedure. Its purpose is to investigate the situation and to try to establish the cause of the failure to meet the accepted standards of conduct and try to overcome the problem, for example, through further training and support. The employee will be informed of the improvements required, how their performance will be reviewed and over what period.

Formal Action