



# Pirton Parish Council

## DISCIPLINE PROCEDURE



Doc012

2014.08

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## 1. Purpose and Scope

- a The organisation's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when conduct or performance is not satisfactory.

## 2. Principles

- a The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- b At every stage employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a work colleague.
- c An employee has the right to appeal against any disciplinary penalty.

## 3. The Procedure

### *Stage 1 – verbal warning*

If conduct or performance is unsatisfactory, the employee will be given a verbal warning. Such warnings will be recorded, but disregarded after 6 months of satisfactory service. The employee will also be informed that further disciplinary action will be taken if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a written or final written warning.)

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### *Stage 2 –written warning*

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a written warning will be given which will include the reason for the warning and a note that if no improvement results within 3 months, action at Stage 3 will be taken.

### *Stage 3 – final written warning*

If the conduct or performance has failed to improve, a final written warning will be given and if no improvement results within 3 months, dismissal may be considered.

### *Stage 4 – dismissal*

If the conduct or performance has failed to improve, dismissal will follow.

### **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, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

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

### **Appeals**

An employee who wishes to appeal against any disciplinary decision must do so to the Staffing Committee of the Council within five working days. The employer will hear the appeal and decide the case as impartially as possible.