



Disciplinary Policy (Less than 2 year service)

Issue No:	1
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Introduction

The purpose of this policy is to help and encourage you to achieve and maintain standards of conduct, attendance and performance.

We need to make you aware of our expected standard of conduct, performance and attendance whilst you work for us. If you don't adhere to these standards then we will consider treating any breaches under our disciplinary procedure.

This procedure applies to all employees who have less than two years service. Thereafter a disciplinary procedure for employees with more than two year service applies.

General Data Protection Regulations:

The Ore Valley Group will treat your personal data in line with our obligations under the current data protection regulations and our own Privacy Policy [insert name of policy or procedure]. Information regarding how your data will be used and the basis for processing your data is provided in *the* Ore Valley Group employee Fair Processing Notice.

Policy Principles:

- To ensure that you know the expected standards in respect of conduct, performance and attendance while working for us.
- To manage you in accordance with the procedures detailed in the policy should they fall short of our expected standards.
- We will not take any action without giving you the chance to state your case, and a reasonable investigation has taken place
- If we think you may have committed a very serious breach of discipline we may suspend you on full pay whilst the matter is being investigated
- If any action is taken against you (other than dismissal), we will make clear standards of improvement required and the timescale within which we want this to be achieved
- You will have a right of appeal if any formal action is issued to you.

The Ore Valley Group wishes for all staff to maintain the highest possible standards of attendance, conduct and performance and our disciplinary procedure is here to help achieve this.

We expect that you will:

- Be honest and transparent in all aspects of work for us.
- Treat all colleagues, clients, partners and anyone in connection with working for us with respect and tolerance.
- Not abuse The Ore Valley Group's facilities.
- Not disclose confidential company information.
- Be frank and upfront about any commercial interests you may have in any business that we deal with.
- Not publish or profit from any work done within The Ore Valley Group as this belongs to us until such time as we give permission for its use.

- Not accept any gift, favour or inducement from organisations or individuals in connection with us.
- Be loyal and ask permission before taking up any other paid work – particularly if this in any way affects their ability to do their job for us.
- Follow all policies, procedures and aims regardless of any personal or political beliefs you may hold.

Our separate “Code of Conduct” gives more details with respect to the standards of conduct expected from staff. If you are in any doubt staff should please speak to their line manager.

There are 2 stages of this procedure:

First Stage - Informal Action

If your performance, conduct or attendance do not meet required standards then your line manager will meet with you informally in the first instance. He/she will discuss this with you and confirm any improvements sought and help by way of an improvement note.

Example offences that may result in an informal action in the first instance. The list below is not exhaustive:

- Poor timekeeping and/or attendance
- Minor breaches of our policies
- Below expected performance of your duties
- Minor insubordination
- Poor attendance

Second Stage - Formal Process

If there is another issue with your performance, conduct or attendance following the informal action, or if the matter is serious, then your line manager will investigate into this and may invite you to a formal meeting. This meeting may result in termination of your contract of employment.

You will be invited to this meeting in writing and given the right to be accompanied by a workplace colleague or a trade union rep. You will also be informed of the outcome in writing and given the right to appeal.

Records

We will keep records on your personal file of any disciplinary action, which will only be seen by you, your line manager and the senior officer if appropriate. It is the responsibility of your manager to make sure that disciplinary warnings are removed from your file when relevant.

Appeals

You have the right of appeal against any formal disciplinary action. We will tell you in writing when and how you can use this right when the warning is issued. The letter will detail who you must write too, to lodge your appeal and within what timeframe.

No person involved in the original disciplinary decision should take part in the appeals hearing unless it is not possible to avoid this

At all levels, appeal hearings will be entitled to:

- confirm previous action
- dismiss previous action
- substitute a lesser penalty.

The outcome of the appeal hearing is final.