Disciplinary Policy and Procedure

1. **Introduction**

This policy applies to all employees with more than 6 months service (and not subject to a probationary period) for whom the Trustees of the [XXX] Buddhist Centre have a responsibility in respect of discipline.

**2. Purpose and Scope**

This procedure is designed to encourage improvement in individual conduct or performance, in following the objectives of the [XXX] Buddhist Centre. It sets out the action which will be taken when disciplinary rules are breached.

1. **Principles**

1. The procedure is designed to establish the facts quickly and to deal fairly and consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

2. At every stage employees will be informed in writing of what is alleged, 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. The Trustees of the [XXX] Buddhist Centre will nominate the person(s) who will hear the case at the disciplinary meeting.

3. An employee has the right to appeal against any disciplinary penalty. The trustees will nominate the person(s) who will hear the case at the appeal meeting.

**4. The Procedure**

**Informal Action**

Before formal disciplinary action commences, cases of less serious breaches of conduct can be dealt with informally by counselling the employee. This involves drawing to the employee’s attention the unsatisfactory conduct, explaining what conduct is required and allowing a reasonable period for the employee’s conduct/behaviour to improve. Informal action may take place during team meetings.

**Formal Action**

*Stage 1 – first written warning*

If conduct or performance is unsatisfactory, the employee will be given a first written warning. Such warnings will be recorded, but disregarded after 6 months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. However, where the first offence is sufficiently serious, for example, because it is having, or is likely to have, a serious harmful effect on the [XXX] Buddhist Centre, it may be justifiable to move directly to a final written warning.

*Stage 2 – final 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 final written warning will be given which will include the reason for the warning and a note that if no improvement results within 6 months, further action detailed in Stage 3 will be taken.

*Stage 3 – dismissal or action short of dismissal*

If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss of seniority (as allowed in their contract), or dismissal.

**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 if 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.

**Appeals**

An employee who wishes to appeal against any disciplinary decision must do so to the Chair of the Trustees within five working days. They or their representative will hear the appeal on behalf of the [XXX] Buddhist Centre and decide the case as impartially as possible.

