

# Disciplinary Policy Template

## 1. Purpose of the Policy

The purpose of this policy is to promote good conduct and performance. It outlines the actions that will be taken if disciplinary rules are violated.

## 2. Principles

If you are subject to disciplinary action:

- The procedure is designed to quickly establish the facts and address disciplinary issues consistently. No disciplinary action will be taken until a full investigation has been conducted.
- At each stage, you will be informed of the nature of the complaint, given the opportunity to present your case, and allowed to be accompanied or represented by an advocate of your choice (such as a fellow employee, union representative, or friend).
- You will not be dismissed for a first disciplinary offence, except in cases of gross misconduct, where the penalty is typically dismissal without notice or pay in lieu of notice.
- You have the right to appeal any disciplinary action taken against you.

## 3. Informal discussions

Before taking formal disciplinary action, I will make every effort to resolve the issue through informal discussions with you. The formal disciplinary procedure will only be initiated if these discussions do not lead to the necessary improvement.

## 4. First warning

If your conduct or performance is unsatisfactory, you will receive a written warning. **This warning will be recorded but will be disregarded after six/twelve months of satisfactory performance.** You will also be informed that a final written warning may be issued if there is no sustained improvement or change.

## 5. Final written warning

If the offence is serious, there is no improvement in performance, or if another similar offence occurs, a final written warning will be issued. This will outline the reason for the warning and state that if no improvement is made within six/twelve months, dismissal may follow.

## 6. Statutory discipline and dismissal procedure

If dismissal is being considered, the minimum statutory procedure will be followed. This includes:

- Step one: A written notice outlining the allegation and the basis for it.
- Step two: A meeting to review and discuss the allegation.
- Step three: The right to appeal, including an appeal meeting.

You will be reminded of your right to be accompanied by an advocate.

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## 7. Gross misconduct

If, after investigation, it is determined that you have committed an offense of the following nature, the usual consequence will be dismissal without notice or pay in lieu of notice: theft, property damage, fraud, being unfit for work due to alcohol or illegal drug use, physical violence, bullying, and gross insubordination - this list is not exhaustive.

While the alleged gross misconduct is being investigated, you may be suspended, during which you will continue to receive your normal pay rate. Any decision to dismiss you will only be made after a full investigation is completed.

## 8. Appeals

If you wish to appeal any disciplinary decision, you must submit your appeal in writing within five working days of being informed of the decision. The appeal will be heard by someone who was not involved in the original disciplinary action, and they will make a decision as impartially as possible.

### **Before initiating disciplinary action through the procedure, it will be ensured that:**

- The issue cannot be resolved through informal counselling.
- The matter has been fully investigated.
- You are informed that you will be interviewed and are entitled to be accompanied by a fellow employee, friend, or trade union official of your choice.

### **During the disciplinary interview, it will be ensured that:**

- You are informed of the details of the allegation.
- You have the opportunity to present your side of the matter.
- Any disciplinary action taken is appropriate to the situation.

### **If a warning is issued, it will specify:**

- The level of improvement required.
- The deadline for achieving this improvement.
- The consequences if the improvement is not made.
- How to appeal the decision.