

John Wheatley College

Discipline Policy

This document was approved by the Board of Management on 9 December 2010.

1. Policy Statement

The aim of the Disciplinary Policy and its associated Code of Conduct sets out the standards of conduct expected of all staff. The Disciplinary Procedure provides a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.

It is the College's Policy to ensure that any disciplinary matter is dealt with fairly, that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.

The Policy applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors. Separate procedures apply to cases involving genuine sickness absence, proposed redundancies or poor performance.

Minor conduct issues can often be resolved informally between employee and manager. These discussions should be held in private and without undue delay whenever there is cause for concern. Formal steps will be taken under this procedure if the matter is not satisfactorily resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).

Dismissal will not normally be the sanction for a first act of misconduct, unless the College decides it amounts to gross misconduct.

If an individual feels that they have a difficulty at any stage of the procedure because of language barrier or a disability, this situation should be discussed with their manager, any other suitable member of the management team, Human Resources or their Trade Union as soon as possible.

This Policy is for guidance only and does not form part of a contract of employment. The College may adjust the procedure with the agreement of the Personnel and Staffing Committee to meet the circumstances of a particular case.

This Policy will be supported by the procedure documents indicated below.

2. Supporting Procedures

The College's Discipline Policy will be put into practice through the use of the following supporting documents.

2.1 Code of Conduct

The Code of Conduct lays out the conduct expected of all members of College staff and provides a list, which is not exhaustive, of examples of what the College regards as both misconduct and gross misconduct.

The most current Code of Conduct will be issued to all staff with their appointment letter and will also be available, for reference purposes, on the College Intranet.

The Code of Conduct will ensure that staff are aware of the conduct expected of them by the College.

The College expects that staff will ensure that they are fully conversant with the provisions of the current code. This is their responsibility.

2.2 Disciplinary Procedures

This document lays out the procedures to be followed by staff in the event of disciplinary action involving a member of College staff. Managers will be trained in the application of these procedures. The document will also be available on the College Intranet.

2.3 Procedure for Dealing with Capability

This document lays out the procedures to be followed by the College in the event that it has concerns about the capability of a member of College staff. Managers will be trained in the application of these procedures. The document will also be available on the College Intranet.

3. Development

The College's Policy and supporting Procedures were developed in line with appropriate legislation and the ACAS Guide and Code of Practice relating to disciplinary procedures with assistance of the College's recognised Trade Unions and Professional Association.

The Policy and Procedure were formally commented on at meeting of the Joint Consultative Committee held on 27 August 2010.

4. Approval

This Policy was approved by the Board of Management of John Wheatley College on 9 December 2010.