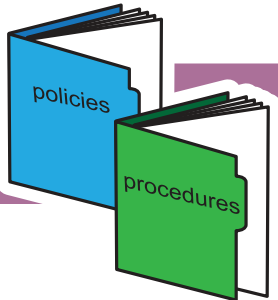


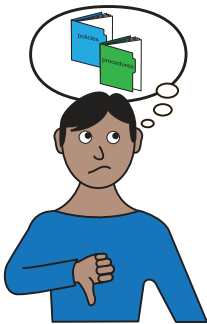


policies and procedures

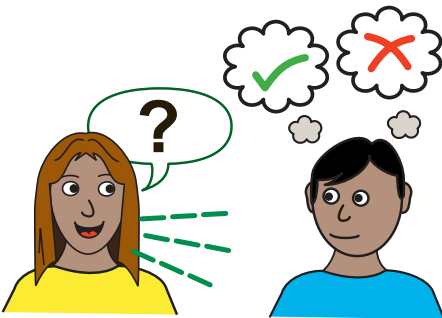


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

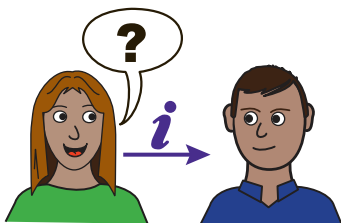


The policies and procedures also tell us what to do if something goes wrong.

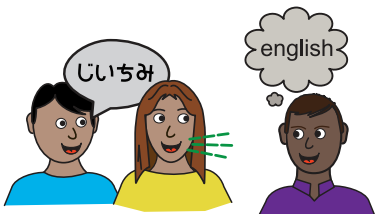


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



PYRAMID

Disciplinary Procedure

This procedure is designed to help and encourage all workers to achieve high standards of performance.

This policy applies to people who work for Pyramid as employees, sessional workers or volunteers. In this policy, we will just use the word 'worker' to describe all of these roles.

We will make sure that we always follow these rules:

- We will make sure the worker is made fully aware of the standards of performance, action and behaviour required of them. This information comes primarily from our policies and procedures, including but not limited to our: Code of Conduct; Health and Safety Policy; Equality, Diversity and Inclusion Policy and Safeguarding Policies.
- We will always follow the procedure carefully, to make sure we are treating everyone fairly.
- We won't take disciplinary action against a worker until we've investigated the problem.
- At every stage, we will make sure the worker knows what the problem is, and has a chance to respond before any decision is made.
- At every stage, the worker has the right to be accompanied during the disciplinary interview.
- We might need to temporarily suspend someone with pay, normally for up to five days, while we investigate. This does not mean the person has done anything wrong, and is not a disciplinary action against them.
- No worker will be dismissed for a first breach of discipline except in the case of gross misconduct.
- A worker has the right of appeal against any finding against them and/or disciplinary penalty imposed.
- The procedure may start at any stage, depending on how serious the issue is.

The Disciplinary Procedure

Minor faults will be dealt with informally but where the matter is more serious the following procedure will be used.



Stage 1 – Oral warning

If the worker isn't meeting acceptable standards in their work / conduct, they will be given a formal oral (spoken) warning. They will be told:

- the reason for the warning
- what they need to do to change or improve
- a timescale for improvement
- any help that might be given
- that the warning is Stage 1 of the Disciplinary Procedure
- that they can appeal against the warning

A note that a formal oral warning was given will be kept on file. The warning will be 'spent' (forgotten about) after six months if there are no further problems. The line manager is responsible for deleting the warning from HR records.

Stage 2 – Written warning

This is given if the worker's performance / conduct still doesn't improve, or if the misconduct requires an immediate written warning. It will say:

- the reason for the warning
- what they need to do to change or improve
- a timescale for improvement
- any help that might be given
- that the warning is Stage 2 of the Disciplinary Procedure
- that Stage 3 will be considered if there is not a satisfactory improvement
- that they can appeal against the warning

The warning will be 'spent' (forgotten about) after 12 months if there are no further problems. The line manager is responsible for deleting the warning from HR records.



Stage 3 – Final written warning

This is given if the worker's performance / conduct still doesn't improve, or if the misconduct is so serious it requires an immediate final written warning. It will say:

- the reason for the final warning
- what they need to do to change or improve
- a timescale for improvement
- that the warning is Stage 3 of the Disciplinary Procedure
- that they will be dismissed if there is not a satisfactory improvement
- that they can appeal against the warning

The warning will usually be 'spent' (forgotten about) after 12 months if there are no further problems. Pyramid may decide on a longer period if deemed necessary. The line manager is responsible for deleting the warning from HR records.

Stage 4 – Dismissal

If the worker's performance / conduct still doesn't improve, or if they have committed gross misconduct, then they will be dismissed.

The Board of Trustees (or a Trustee sub-committee) must approve the decision to dismiss.

The worker will be given a letter that will say:

- the reason(s) they are being dismissed
- the date that their employment will end
- that they can appeal against the dismissal



Gross Misconduct

The following list provides examples of offences that are normally regarded as gross misconduct:

Theft, fraud, deliberate falsification of records, fighting, assault on another person, deliberate damage to company property, incapability through alcohol or being under the influence of illegal drugs, serious negligence which causes unacceptable loss, damage or injury, serious act of insubordination, deliberate disregard of a company policy, a serious breach of health and safety rules, a serious breach of confidentiality

If a worker is accused of gross misconduct

- they might be suspended from work with pay, normally for no more than five days, while an investigation takes place
- if it is decided that gross misconduct has occurred, Stage 4 of the Disciplinary Procedure (above) will be followed and the worker will be dismissed without notice or payment in lieu of notice

Appeals

A worker who wishes to appeal a warning or dismissal notice, should inform the Chair of the Board of Trustees within five working days of receiving the notice.

- The appeal should say why the penalty imposed is too severe, inappropriate or unfair.
- At the appeal, the disciplinary penalty will be reviewed, but it cannot be increased.
- The worker has the right to be accompanied at any appeal hearing.

A panel of Trustees will hear all appeals and their decision is final. The worker will be informed of the decision, in writing, within five working days. This is the final stage of the appeal process.

General notes

- If appropriate, a demotion may be considered as an alternative to dismissal, except in cases of gross misconduct.
- In exceptional cases, suspension from work without pay for up to five working days may be considered as an alternative to dismissal, except in cases of gross misconduct.
- A worker who believes they were unfairly dismissed may challenge the decision through an employment tribunal.