



Modernian Swimming Club

(Affiliated to the ASA East Region and Bedfordshire County ASA)

Disciplinary and Dismissal Procedure

Introduction

Disciplinary rules and procedures help to promote orderly employment relations as well as fairness and consistency in the treatment of individuals. They tell employees what is expected of them. If an employee breaks specific rules about behaviour, this is often called misconduct.

Disciplinary procedures and actions are used to deal with situations where employees allegedly break disciplinary rules. Disciplinary procedures may also be used where employees don't meet their employer's expectations in the way they do their job.

This disciplinary and dismissal procedure details the disciplinary and dismissal action to be followed for failure to meet the club standards of job performance, conduct (whether during working hours or not) and attendance, or for breach of any terms and conditions of employment. The procedure applies to all employees and is designed to ensure consistent and fair treatment.

Dealing with disciplinary issues

When a potential disciplinary matter arises the club will investigate the complaint, taking into account any witness statements if necessary. Having established the facts, the club will decide whether to drop the matter, deal with it informally or arrange for it to be handled formally. Where an investigation is necessary, the employee may be suspended on full pay pending the outcome. The investigation should take no longer than four weeks to reach conclusion. Any investigatory meeting or suspension will not be considered a disciplinary action.

Informal action

In cases of minor misconduct or unsatisfactory performance the Club Chairperson will discuss the matter with him/her in an attempt to deal with the matter informally and give the employee the opportunity to improve. At this stage nothing will be entered on the employee's disciplinary record. If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classified as minor, formal action will be taken.

Formal action

In the first step in the formal process the club will write to the employee alleging whether he / she has done wrong and the reasons why the behaviour is not acceptable. The letter or note will also invite the employee to attend a meeting at which the problem can be discussed. The employee has the right to be accompanied by a colleague or trade union representative and the employee should be given copies of any documents that will be produced at the meeting. Where possible, the timing and location of the meeting shall be agreed with the employee and the employee shall be given a reasonable time to prepare. At the meeting the club shall explain the grounds for complaint and the complainant given reasonable opportunity to respond.

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