



DISCIPLINARY PROCEDURE

1. PURPOSE AND SCOPE

The Forest Upcycling Project aim is to maintain standards of individual performance and conduct. This procedure sets out the action that will be taken when those standards fall below what is reasonably required of you.

2. PRINCIPLES

- 2.1. The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been properly investigated.
- 2.2. At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case and be represented or accompanied by an independent third party of your choice.
- 2.3. You will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- 2.4. You have the right to appeal against any disciplinary action taken against you.
- 2.5. The procedure may be implemented at any stage if your alleged misconduct warrants such action
- 2.6. If you request, you have the right to be accompanied at a disciplinary hearing by a fellow worker or trade union official or independent third party of your choice.

3. THE PROCEDURE

At all stages of the procedure if it is found that the worker may have acted in a manner amounting to gross misconduct the Project Manager has the authority to send the worker home suspended on full pay pending an investigation. Suspension on pay may be effected where the Project Management Group is considering invoking the disciplinary procedure.

3.1 Stage 1 – Informal Discussions

Before taking formal disciplinary action, your line manager will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.



Stage 2 – Written Warning

If there is insufficient improvement in your conduct or performance, or if a further disciplinary offence occurs, the employee will be given a 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. Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation it may be justifiable to move directly to a final written warning. This will be given by the Project Manager or his/her chosen representative.

3.2 Stage 3 – Final Written Warning

If the offence is serious, or there is no improvement in conduct or performance, 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 3 months, action as set out below will be taken.

3.3 Dismissal (with notice)

If there is insufficient improvement after the period notified in Stage 3 you will be dismissed with the appropriate notice, which will state the reasons for the dismissal. This action will be authorised by the full Project Management Group.

If an employee faces dismissal – or action short of dismissal such as loss of pay – the minimum statutory procedure will be followed. This involves:

- Step 1: a written note to the employee setting out the allegation and the basis for it
- Step 2: a meeting to consider and discuss the allegation
- Step 3: a right of appeal including an appeal meeting.

The employee will be reminded of their right to be accompanied.



4. GROSS MISCONDUCT (DISMISSAL WITHOUT NOTICE)

- 4.1 If, after investigation, it is confirmed that an employee has committed an offence of the following nature during the course of your employment (the list is not exhaustive), the normal consequence will be **dismissal without notice**. This will be authorised by the Project Management Group.
- 4.2 Theft, damage to charity property, fraud, or any other act of dishonesty, a serious breach of the Equal Opportunities Policy or of the Safeguarding Policy, incapacity for work due to being under the influence of alcohol or illegal drugs, physical assault, gross insubordination, breach of confidentiality, refusal to obey the reasonable orders of your immediate line manager, conduct likely to bring the Forest Upcycling Project into disrepute, any deliberate acts of harassment or bullying.

5. APPEALS

If you wish to appeal against any disciplinary decision you must do so in writing, within five working days of the decision being communicated to you.

Where the appeal is against an oral warning, your appeal should be directed to the Project Manager.

Where the appeal is against a written warning or dismissal, your appeal should be directed to the Project Management Group.

Where the appeal is against a written warning or dismissal, this will be heard by up to 3 members of the Project Management Group who have not been directly involved in the decision which is the subject of the appeal. The decision of the appeal hearing will be final.