

# Staff Disciplinary and Grievance Procedures

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Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review			

## 1. Disciplinary and Disciplinary Dismissal Procedures

1.1. The school has a minimum number of rules to set the standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise, and encourage, improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen as a means of punishment.

1.2. Disciplinary rules: (these are examples only and not an exhaustive list)

1.2.1. Failure to abide by the general health and safety rules and procedures

1.2.2. Smoking in designated non smoking areas

1.2.3. Consumption of alcohol on the premises

1.2.4. Persistent absenteeism and/or lateness

1.2.5. Unsatisfactory standards or output of work

**For a full list of rules covering unsatisfactory conduct and misconduct, please see the Employee Handbook.**

**For full details on disciplinary and dismissal procedures please see the Employee Handbook.**

## 2. Grievance Procedure

- 2.1. It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.
- 2.2. Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset. Whilst we will give the same consideration to any grievance that you raise verbally, provided that you make it clear that you wish it to be treated formally, you should be aware that, in most circumstances, the law requires you to provide us with written details of your grievance before taking certain types of legal action.
- 2.3. You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.
- 2.4. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure in the Employee Handbook), you should first raise the matter with the Collegiate, either verbally or in writing, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.
- 2.5. If you wish to appeal you must inform the Collegiate within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the company will be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).
- 2.6. Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.