

DORSET RECLAIM

GRIEVANCE PROCEDURE

1. If the employee has a grievance, and it concerns another member of the organisation, the employee should talk to them first to try to sort out any problem informally.
2. If this is not appropriate, the employee should raise it with their line manager.
3. The line manager will investigate the complaint, and discuss with the employee what action, if any, to take. Wherever possible an answer will be given within five working days of the matter being raised.
4. If the employee agrees with the proposals made, this will be the end of the matter.
5. If the employee does not agree, or if the line manager is unable to deal with the matter, then it will be referred to the Chair of the Committee for action. Wherever possible, any referral will take place within five working days of the original complaint, or the proposals in paragraph 4 being made.
6. The decision of the Chair of the Committee will be final.

DISCIPLINARY PROCEDURE

1. At all stages, the employee will be told what the complaints against them are and the range of the possible sanctions that may be taken against them. At any hearings or disciplinary meetings, they have the right to be accompanied by a trade union representative or an individual of their choice, and both will have the right to ask questions and present evidence.
2. The first step in the disciplinary process will be for the employee's line manager to meet the employee to discuss the conduct or performance complained of. The outcomes of this meeting may be any of the following:
 - No further action will be taken.
 - An oral warning. This will be put on the employee's work records.
 - A written warning. A note of this will be put with the employee employment records, where it will remain for twelve months. The line manager will explain what will happen if there are further problems or the employee's performance does not improve. If the problem is performance related, the employee's manager will explain what the employee is required to do in order to improve.
 - A final written warning.
 - Referral of the matter to the Chair of the Committee to consider termination of employment
3. If a referral to consider termination of employment is made the employee will be informed in writing of the date of the hearing, the allegations against them, and the possible disciplinary sanctions that may be taken within seven days of the referral being

made. The date of the hearing will, as far as is reasonably possible, be not more than fourteen days from the notice being given.

4. If gross misconduct is suspected, the employee may be suspended on full pay whilst a panel of the Committee investigates the matter. Any such investigation will take place wherever possible within fourteen working days of the employee's suspension. The employee will have the right to attend a meeting with the panel, and will have the right to representation as set out above. The employee will be informed of the date of the hearing, the allegations against them and the possible sanctions that may be taken. Following the investigation the panel may decide one of the following:

- To terminate the contract.
- To impose any other disciplinary sanction
- To take further action.

5. In all cases, the employee has the right of appeal to a panel of members of the Committee. Except in cases where it is not possible, the person who hears the appeal will not be the person who took the original decision.

6. The employee must give notice in writing of their intention to appeal, stating the grounds for appeal, within seven working days of the decision being taken.

7. An appeal will be heard within fourteen days of the employee's notice being given, wherever possible. The appeal may confirm, alter or reject the original decision. The employee has the right to be accompanied to this hearing as above. The following are examples of the type of behaviour, which could be gross misconduct.

- Racist or sexist behaviour
- Racial or sexual harassment
- Drunkenness
- Drug taking
- Violence
- Dishonesty
- Persistent failure to comply with reasonable requests or instructions of management or policies of the organisation
- Bringing the organisation into disrepute