Disciplinary & Grievance Policy (2025–2026)

Disciplinary & Grievance Policy

1. Purpose

The purpose of this policy is to ensure that staff understand the process for addressing disciplinary matters and grievances in a fair and consistent manner, in line with UK employment laws and best practices.

2. Disciplinary Procedures

Staff are expected to maintain high standards of conduct. If a staff member's behaviour or performance falls below acceptable standards, the disciplinary process will be initiated.

The process will generally follow a series of steps:

- **Informal Discussion**: Initial concerns will be addressed informally with the staff member.
- **Formal Warning**: If the issue persists, a formal written warning will be issued.
- **Final Written Warning**: A final written warning will be given if there is insufficient improvement after the first formal warning.
- **Dismissal**: If there is still no improvement, dismissal may be considered.

The staff member will have the right to appeal any disciplinary decision.

3. Grievance Procedures

If a staff member has a grievance related to their employment, they should raise it informally with their line manager or HR department.

If the issue cannot be resolved informally, a formal grievance procedure will be followed, including:

- **Submission of a Written Grievance**: The grievance should be submitted in writing to the appropriate person.
- **Investigation**: An investigation into the grievance will be conducted to gather all relevant facts.
- **Formal Meeting**: A formal meeting will be held to discuss the grievance.
- **Written Decision**: A written decision will be provided following the meeting.

The staff member has the right to appeal any decision made during the grievance process.

4. Confidentiality

All disciplinary and grievance matters will be dealt with confidentially, ensuring privacy for all parties involved.