

Disciplinary Policy

The purpose of the disciplinary policy and procedure is to set and maintain standards of conduct within the university, and in doing so, ensure that all employees are treated fairly and consistently. It is designed to help and encourage all employees to achieve and maintain satisfactory standards of conduct.

For newly appointed employees who are in their probationary period, the university retains the discretion to vary the procedure accordingly in respect of formal warnings, up to and including termination for a first breach of conduct rules.

The disciplinary procedure is normally only used where other interventions have failed to produce the required improvement or when the conduct matter is sufficiently serious to require immediate formal action.

Due to the nature of the position you would hold with Boom Active once an allegation of any sort has been made you would be asked to immediately stop work whilst an investigation is carried out. The purpose of the investigation is to determine whether there is a case to answer and whether we need to inform the designated professionals.

Before disciplinary action is taken, a full and thorough investigation into the allegation(s) will normally take place which takes into account any statements from witnesses or opinion(s) as appropriate. For formal action, the employee will be told of the nature of the complaint and an investigation will normally be undertaken before any decision is made.

Procedure

Informal action is appropriate in cases of minor misconduct.

The Director will let the employee know that their conduct is unsatisfactory and make them aware of the standards expected without recourse to the formal procedure.

The Director will hold a confidential discussion with the employee and ensure that they understand exactly what is expected of them. This discussion will enable the Director to provide constructive feedback and the employee to express their views on the issue. Where a need for improvement is identified, the Director will explain to the employee what needs to be done, within an agreed timescale and how the conduct will be reviewed within the agreed period. If the required achievements are not achieved or maintained, the matter will be dealt with formally. The Director will keep brief, confidential notes of any informal action.

1, Written warning

A written warning is given if the seriousness of the misconduct is such that the matter cannot be suitably dealt with through informal means. This is in writing and details the complaint and the improvement required, with timescales. The warning will inform the employee that a final written warning will be considered if there is no sustained satisfactory improvement or change.

A copy of the written warning is kept on file but is disregarded for disciplinary purposes after six months of satisfactory conduct.

2, Final written warning

Dismissal

A final written warning is given if the offence is sufficiently serious or if there is an unspent warning already on file. It gives details of the complaint and the improvement required, with timescales. The warning also states that if there is any further misconduct, or if following review, there is continued unsatisfactory conduct the employee is likely to be dismissed.

A copy of the final written warning is kept on file, but is disregarded for disciplinary purposes after twelve months of achieving and sustaining satisfactory conduct.

In circumstances where an employee's conduct is satisfactory throughout the period a warning is in force, but lapses very soon thereafter, or there is evidence of a pattern of both satisfactory and unsatisfactory conduct depending on whether a warning is in force, this will be taken into consideration in deciding how long any future warning should last.

Immediate Dismissal

Gross misconduct – Fail to follow the Boom Active Policies and Procedures, Criminal convictions and police involvement of any sort,

An allegation of gross misconduct is extremely serious and is not made lightly. Gross misconduct is regarded as a fundamental breach of contract that makes it impossible for Boom Active to continue employing the employee. Where an employee is dismissed for gross misconduct, the dismissal is normally summary, i.e. without notice.