

Disciplinary Action Policy

1. Introduction

1.1 Bristol Together CIC is committed to maintaining a positive, productive, and respectful work environment. This Disciplinary Action Policy outlines the procedures for addressing unacceptable behaviour, performance issues, and violations of company policies. The goal is to ensure fairness, consistency, and transparency in the disciplinary process.

2. Purpose

- 2.1 Define the types of behaviour and performance that may result in disciplinary action.
- 2.2 Outline the steps and procedures for addressing disciplinary issues.
- 2.3 Provide a fair and consistent framework for managing employee behaviour and performance.

3. Scope

3.1 This policy applies to all employees, contractors, and other individuals representing Bristol Together CIC.

4. Types of Disciplinary Issues

4.1 Misconduct:

4.11 Discrimination, harassment, or bullying.

4.12 Theft, fraud, or dishonesty.

4.13 Unauthorised disclosure of confidential information.

4.14 Violence or threatening behaviour.

4.15 Substance abuse or being under the influence of illegal drugs or alcohol while at work.

4.16 Violation of company policies or procedures.

4.2 Performance Issues:

4.21 Failure to meet job performance standards.

4.22 Consistent lateness or absenteeism.

4.23 Insubordination or refusal to follow instructions.

4.24 Poor teamwork or disruptive behaviour.

5. Disciplinary Procedures

5.1 Informal Resolution:

5.11 For minor issues, supervisors may address the behaviour or performance concerns informally through a conversation with the employee.

5.12 The goal is to provide constructive feedback and agree on a plan for improvement.

5.13 Informal resolutions should be documented for reference.

5.2 Formal Disciplinary Action

5.21 For more serious issues or if informal resolution is not effective, the following formal disciplinary steps may be taken:

5.22 Step 1: Verbal Warning

A formal verbal warning will be issued to the employee by their supervisor.

The warning will be documented, including the nature of the issue, expectations for improvement, and a timeline for review.

5.23 Step 2: Written Warning

If the issue persists, a written warning will be issued.

The written warning will detail the nature of the issue, previous attempts to address it, and clear expectations for improvement.

The employee will be asked to sign the written warning to acknowledge receipt.

5.24 Step 3: Final Written Warning

If there is no improvement, a final written warning will be issued.

This warning will state that failure to improve may result in further disciplinary action, up to and including termination.

The employee will be asked to sign the final written warning to acknowledge receipt.

5.25 Step 4: Suspension

For serious or repeated issues, the employee may be suspended with or without pay while an investigation is conducted.

The length and terms of the suspension will be communicated to the employee in writing.

5.26 Step 5: Termination

If there is no improvement or if the issue is of a severe nature, the employee may be terminated.

Termination will be communicated in writing, detailing the reasons for the decision.

6. Appeals

6.1 Employees have the right to appeal disciplinary actions.

6.2 Appeals must be submitted in writing within five working days of the disciplinary action.

6.3 An appeal hearing will be conducted by a panel that includes at least one member of senior management or a board member who was not involved in the original decision.

6.4 The decision of the appeal panel will be final.

7. Responsibilities

7.1 Supervisors:

7.11 Address behaviour and performance issues promptly and fairly.

7.12 Follow the disciplinary procedures outlined in this policy.

7.13 Document all disciplinary actions and communications.

7.2 Employees:

7.21 Comply with company policies and procedures.

7.22 Take responsibility for their behaviour and performance.

7.23 Participate in discussions and actions to improve performance or resolve issues.

7.3 Management:

- 7.31 Provide guidance and support to supervisors and employees regarding the disciplinary process.
- 7.32 Ensure documentation is maintained and procedures are followed consistently.
- 7.33 Facilitate the appeal process as needed.

8. Review

- 8.1 This Disciplinary Action Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements.

Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Disciplinary Action Policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

Review Cycle:	Date of Review:	Reviewed by:	Next Date of Review:
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025