

Disciplinary Procedure

Grass Roots Nursery Group: Disciplinary Procedure

Purpose:

To establish procedures for addressing disciplinary matters at Grass Roots Nursery Group, ensuring fairness, consistency, and appropriate consequences.

Key Principles:

- **Fair Treatment:** Treat all employees fairly and consistently.
- **Due Process:** Ensure employees have the opportunity to respond to allegations.
- **Progressive Discipline:** Implement a progressive disciplinary process.
- **Documentation:** Maintain clear documentation of disciplinary actions.
- **Appeal Process:** Provide an opportunity for employees to appeal disciplinary decisions.

General Considerations

- The Company retains discretion to vary procedures based on individual circumstances, such as length of service.
- The purpose of the procedure is to address conduct, capability, or other circumstances that may warrant disciplinary action.

Investigation and Suspension

- Before issuing a warning or dismissal, the Company will investigate the matter to establish the facts.
- Employees may be suspended on full pay during investigations.
- Suspension does not indicate guilt and may be lifted if the employee becomes unfit for work or unable to attend meetings.
- If suspension is lifted, the employee may be entitled to Statutory Sick Pay.
- Police bail conditions or court orders may result in unpaid leave.

Disciplinary Action

- The Company may initiate disciplinary action at any of the following levels:
 - **Verbal Warning:** Placed on file for 6 months.
 - **Written Warning:** Placed on file for 6 months.
 - **Final Written Warning:** Placed on file for 12 months.
 - **Dismissal:** May be with or without notice, depending on the circumstances.

Disciplinary Meeting

- Employees will be issued with a written statement outlining the allegations.
- Employees have the right to be accompanied by a fellow employee or trade union official at the disciplinary meeting.
- Employees will have the opportunity to respond to the allegations before a decision is made.

Recording Prohibitions

- Recording meetings without express written authorisation is prohibited and may result in disciplinary action.

Appeals

- Employees have the right to appeal any disciplinary or dismissal decision.
- Appeals will be handled in accordance with the Company's Appeal Procedure.

Additional Considerations

- The Company reserves the right to take immediate action in cases of gross misconduct.
- The Company may consider mitigating factors when determining disciplinary action, such as the employee's length of service or cooperation with the investigation.

By implementing this Disciplinary Procedure, Grass Roots Nursery Group can address disciplinary matters in a fair, consistent, and transparent manner, while maintaining a positive and productive workplace environment.