



مبرة الشاكري للتكافل الاجتماعي

Shakiry Charity for Social Solidarity

(Ex Iraqi Charities Forum)

(رابطة المبرات العراقية سابقاً)



POLICIES AND PROCEDURES

DISCIPLINARY PROCEDURE

1. Introduction

Shakiry Charity for Social Solidarity (SCSS) aims to provide best quality services and support to all its service users. Staff will be recruited in a manner to minimise the likelihood of any need for disciplinary action. However, in the event of an act being performed by a member of staff which is contrary to the person's job description, or Employee Pack, or accepted code of conduct, the following procedure will be put into effect.

2. Employee Pack

All members of staff, at their induction, will have been provided with a copy of **SCSS's** Employee Pack. This includes its Disciplinary Policy and Procedure. In the event of the disciplinary procedure having to be implemented, the staff member concerned will be reminded of this and be given an additional copy, if requested.

3. Objective

The objective of the procedure is at all times to achieve an outcome whereby the person concerned can continue their involvement in **SCSS**. To assist this and as of right, at all disciplinary meetings the person concerned will be encouraged to bring a friend or union representative with them.

4. Disciplinary Procedure

The disciplinary procedure is in three stages.

Stage 1 will lead to a possible verbal warning. The person concerned will have a meeting with the centre co-ordinator (or, in the event of that person being the co-ordinator, a designated member of **SCSS's** Board) when they will have an opportunity to discuss the issue of concern and give their view of it. The meeting will be designed to be open and supportive, with the offer being made of further support and training. Where appropriate, the meeting will be adjourned until further information has been obtained, the matter to be concluded as a matter of priority. If the outcome of the meeting is a verbal warning, that will be stated immediately.

Stage 2 will follow if the outcome of the verbal warning proves unsatisfactory, be it related specifically to the original matter or another. The individual concerned will receive a letter from the co-ordinator (or same member of the Board), asking them to attend a formal disciplinary meeting, the letter including an outline of the issue to be discussed and the date of the meeting, which must be as early as is reasonably possible. The letter will include an encouragement to bring a friend or trade union representative. Formal confirmation will have to be obtained that the letter has been received.

At the meeting the co-ordinator (or member of the Board) will remind the person concerned that it is a disciplinary meeting and the outcome may be a formal written warning. A discussion similar to Stage 1 will follow, again with the objective of either resolving the issue as unfounded, or else offering support to overcome it in the future. Where appropriate, the meeting will be adjourned until further information has been obtained, the matter to be concluded as a matter of priority. If it is decided that the issue warrants a written warning, the person concerned will be informed immediately, or very shortly afterwards, and a letter of confirmation will be sent, with a copy kept in the personal file. This written warning will remain on the individual record for the next twelve months.

Stage 3 will follow if the outcome of the written warning proves unsatisfactory. The individual concerned will receive a letter from the Chair of the Board of **SCSS** asking them to attend a second disciplinary meeting, again encouraging them to bring a friend or trade union representative. The letter will include a detailed report from the co-ordinator on the issue to be discussed and the date of the meeting, which must be as early as is reasonably possible. Formal confirmation will have to be obtained that the letter has been received.

Only the Chair and one other member of the Board will attend on behalf of **SCSS** (in the event of the Chair having been involved in Stages 1 and 2, he or she should not represent the Board). The person concerned will be reminded that this is the third and final stage in the procedure and that there is a real risk of dismissal unless there is good reason otherwise. Again, the person concerned will be encouraged to provide a full account of the issue as they see it and any concerns they have over the procedure so far. Where appropriate, the meeting will be adjourned until further information has been obtained, the matter to be concluded as a matter of priority. If dismissal is decided, the person concerned will be informed immediately or very shortly after, along with a letter of dismissal, their P45 and any money to which the person concerned is entitled. They will be required to take all their personal belongings and arrangements will be made to ensure that everything belonging to **SCSS** is returned.

5. Gross Misconduct

In the event of any act of gross misconduct which puts **SCSS**, its staff, its users and any other member of the public at risk, the Board of **SCSS** will exercise its right to summary dismissal. Examples of gross misconduct include dishonesty, violence, and serious and deliberate breaches of policies or codes of practice.

6. Volunteers

In the event of the person concerned being a volunteer, a two stage process will follow.

Stage 1 will be conducted by the line manager of the person concerned.

Stage 2, if required, will be conducted by the co-ordinator (who may be involved in both stages) and the person concerned will be encouraged to bring a friend. In the event of gross misconduct, the co-ordinator will exercise the right of summary dismissal.

7. Throughout and After

Disciplinary action is an unpleasant experience for all concerned. Staff/Volunteer meetings and supervision will be used to reduce the negative impact on staff/volunteer moral and to help build for the future.

8. Review

This policy will be reviewed annually or more frequently if considered necessary and amended, where appropriate, in the light of experience.