



Dunbritton Housing Association Limited

Name of Policy	Disciplinary Policy
Responsible Officer	Corporate Services Manager
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Section	Corporate Services
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1. Introduction

1.1 Dunbritton expects all staff to maintain the highest possible standards of attendance, conduct and performance.

2. Purpose of this policy.

2.1 The purpose of this policy is to ensure that staff understand what is expected of them in terms of standards of conduct, performance and attendance. Please speak to your line manager if you are unsure of the standards expected of you. Where people fail to meet our standards, we will manage this in accordance with this disciplinary procedure.

3. Scope and aims of the policy

3.1 This policy and procedure applies to all employees and its key aims are:

- To ensure that staff understand our expectations.
- To manage any failure to meet our standards in line with this policy and supporting procedure.
- To manage all staff in a fair and consistent manner.

4. Expectations

4.1 You can expect Dunbritton to:

- Make you aware of any complaint, concern or allegations against you and give you the opportunity to state your case.
- Not take any formal disciplinary action until a thorough investigation has been conducted.
- Conduct our own investigation irrespective of any police proceedings and make decisions in accordance with this policy based on evidence and information available to us at the time.
- Pay you full pay if we decide to suspend you pending any investigation outcome.
- Proceed with appropriate action (this may include disciplinary action) depending on the outcome of the investigation.
- Not take any disciplinary action, or suspend you if you are a trade union representative until we have had discussions with a full-time official of the union. If the full-time official is not available, we will contact a Regional Officer.
- Give you the right to be accompanied by either a trade union representative of your choice, or a workplace colleague at any stage of the formal procedure.
- Ensure that if any action is taken against you, (other than dismissal) that we make clear the standards of improvement required, the timescale within which we expect this to be achieved, the frequency of reviews, and the consequences of inadequate or un-sustained improvement.
- Not dismiss you if this is the first issue with your conduct, performance or attendance unless you have committed an act of gross misconduct. In this case,

the penalty will normally be summary dismissal without notice or pay in lieu of notice.

- Provide you with a right of appeal if we issue you with any formal action.
- Keep records on your personal file of any live disciplinary action, which will only be available to you and your line manager.
- Refuse the use of recording devices (in normal circumstances) during any investigation, disciplinary or appeal hearings.
- Apply the procedure at any stage depending on the seriousness of the allegations against you.

4.2 Dunbritton expects that you will:

- Be honest and transparent in all aspects of your work for us.
- Treat all colleagues, clients, partners and anyone in connection with us with respect and tolerance.
- Not abuse the Association's facilities, equipment or IT systems.
- Not disclose any confidential information obtained in connection with your employment with us.
- Be frank and upfront about any connections you may have in any business that we deal with.
- Not publish or profit from any work done within the Association as this belongs to us until such time as we give permission for its use
- Not accept any gift, favour or inducement from businesses or individuals in connection with us.
- Be loyal and ask permission before taking up any other work (paid or unpaid) – particularly if this in any way affects your ability to work for us.
- Meet the standards set out in all our policies and procedures and in particular, our code of conduct, equality and diversity and dignity at work policies, regardless of any personal or political beliefs you may hold.
- Maintain high standards of performance and carry out your role to the best of your ability.
- Maintain high levels of attendance as outlined in our attendance management policy.
- Follow reasonable instructions and requests from your line manager and any other senior member of staff.
- Participate as much as reasonably practical in all aspects of the disciplinary procedure.

5. Investigation

5.1 Before any informal or formal action is instigated, we will conduct a thorough investigation. The purpose of this is to establish the facts surrounding the incident/

allegation. This will normally involve speaking to the individual and anyone else that may provide us with relevant information. We will also collect any other information we deem to be relevant. This meeting is not formal and does not form part of the formal disciplinary process.

5.2 The length and complexity of the investigation will be determined by the circumstances and the nature of the incident / allegations. If an employee is unable, or unwilling to participate in the investigation, we will proceed without their input.

5.3 The nominated investigator will be neutral and impartial and present their findings in an unbiased, factual, coherent and relevant way. The investigation report will include all evidence referred to. All information will be made available to both the accused and the disciplinary officer/panel.

5.4 On completion of the investigation, the investigator will make one of the following three recommendations:

- No further action
- Informal action
- Formal disciplinary action

6. Police Involvement and Criminal Offences

6.1 We may treat any criminal investigation, charge or conviction connected to you as a disciplinary matter if we consider it relevant to your employment with us.

6.2 Should you be subject to any police investigation, we will conduct our own independent investigation, and proceed regardless of the status of any police involvement.

6.3 If you are subject to any of the above, and believe this may in any way affect your ability to do your job or our reputation, you must discuss this with your line manager as soon as you possibly can.

7. Suspension

7.1 We will only suspend an employee when this action is merited (for example where there is a potential threat to / from them) In the case of alleged gross misconduct we will suspend the employee on full pay until the matter is investigated.

7.2 We will aim for any suspension to last no longer than one week. If the investigation is not concluded within this time, we will write to the employee and update them on its progress. While on suspension an employee should not have

any contact with any other employees other than the person named on the suspension letter.

7.3 We may also suspend an employee if we felt that they were interfering with an investigation in any way, irrespective of the severity of the matter being investigated.

8. Disciplinary Procedure

8.1 We will ensure that all managers with responsibility for implementing this policy are trained and given appropriate guidance on the supporting disciplinary Procedure by the Corporate Services Manager.

9. Equality and Diversity.

9.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.