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**Staff Disciplinary Procedure**

On occasions it may be necessary for disciplinary action to be taken to ensure high standards are maintained.

At all stages of the disciplinary procedure employees will:

* be given a right of reply to all and any allegations made against them BEFORE any decision or disciplinary action is taken;
* be advised of the nature of any disciplinary action taken against them and the consequences of such action;
* be advised of any improvement in conduct or performance required and over what time frame; and
* have the opportunity to be accompanied by a work colleague or other suitable individual to any disciplinary hearing as described above.

**Disciplinary hearings will usually be conducted by the Directors.**

Employees must take all reasonable steps to attend the meeting. Where they are unable to attend more than one meeting Innov8 Sportz C.I.C may, in certain circumstances, hold the meeting in an employee’s absence and make their decision based on the evidence available to them at the time.

At the meeting employees will be given the opportunity to respond and to put forward any defence or arguments they want. Employees may ask questions, present evidence and call witnesses.

Depending on the severity of the offence and taking into account all the circumstances the disciplinary action may take any one of the following forms: -

**Stage 1**

Informal counselling to give you an opportunity to rectify the situation.

**Stage 2**

A formal verbal warning will be issued if improvement does not result following informal counselling or for more serious breaches. Employees will be told of steps which must be taken to improve conduct and if appropriate the time limit for improvement. This will be confirmed in writing and recorded in the employee’s file for a period of time, normally 6 months.

**Stage 3**

For more serious matters or where an employee has failed to meet the required standards after having being given a formal verbal warning, a written warning may be given. This will state the nature of the complaint, the required standards that must be met and where appropriate a time limit for improvement. It will also state that further disciplinary action will follow if the required standards are not met. One copy of which will be retained by the employee and one placed in the employee’s file, normally for a maximum of 12 months.

**Stage 4**

For serious matters or where an employee has failed to reach the required standards after being warned you may be given a final written warning. This will state the nature of the complaint, the required standards to be met and where appropriate a time limit for improvement. It will also state that the employee will be dismissed if the standards are not met or if there is further misconduct. One copy of which will be retained by the employee and one placed in the employee’s file, normally for a maximum of 12 months.

**Stage 5**

Where there has been Gross Misconduct (in which case the first 4 stages may be omitted) or where an employee has failed to meet the required standards after due warnings have been given to them, the employee may be dismissed. This will be confirmed in writing. In case of gross misconduct, the dismissal will normally be without notice (or pay in lieu of notice).

**Appeals**

Employees have the right of appeal against any disciplinary decision taken against them. The appeal should be in writing and sent to a Managing Director within five working days of the decision and state the reasons for the appeal. Employees will receive a reply within a further five working days setting a date for an appeal hearing. The decision from the appeal hearing will be final.

The following are examples of Misconduct and Gross Misconduct. These are examples only and not an exhaustive list.

Misconduct

* Poor time keeping.
* Unauthorised and unreasonable absence from work.
* Failure to meet the adequate standard of job performance.
* Failure to comply with procedures.
* Failure to answer a question during a properly constituted investigation.
* Minor violation of safety practices.
* Minor breaches of Innov8 Sportz regulations.
* Improper use of business funds or property.
* Activities which are illegal, or otherwise prohibited
* Persistent disruptive behaviour or rudeness
* Poor practice in relation to Safeguarding (child protection) and Equality

Gross Misconduct

The following acts are examples of gross misconduct and as such are considered so serious that the employee may be liable to instant dismissal.

* Theft or wilful damage of or negligence which leads to loss, damage to property or goods belonging to Innov8 Sportz C.I.C.
* Unreasonably refusing to allow Innov8 Sportz to search bags or vehicles.
* Unauthorised disclosure or use of confidential information from the Company or about any of its customers/participants.
* Conduct likely to damage the reputation of Innov8 Sportz C.I.C.
* Drunkenness and unlawful drug abuse.
* Discrimination on the grounds of age, sex, race, religious belief, disability or sexual orientation or harassment or bullying of colleagues, customers or participants.
* Accepting bribes.
* Fraud, dishonesty or any other offence which would be a breach of the law of the land.
* Assault or attempted assault of other employees or members of the public.
* Failure to carry out a reasonable order given by a manager during working hours or serious disregard of duties.
* Serious insubordination.
* Serious breaches of the Health and Safety policy.
* Any form of deliberate violence.
* Gross negligence or insubordination.
* Action against the staff member from statutory authorities in relation to Safeguarding (child protection) and changes to Disclosure and Barring Service Checks

This policy was adopted by: Innov8 Sportz CIC in September 2016, was reviewed September 2018, with further review due September 2019. Signed: