



Laburnum BOAT CLUB

Hackney's Community Boating Project

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Disciplinary and Grievance Procedures

Please note that the disciplinary procedure of Laburnum Boat Club (the "Club") set out below is for guidance only and does not form part of your contract of employment.

1. Objectives

- 1.1. The disciplinary procedure is designed to help and encourage all employees to achieve and maintain high standards of conduct, attendance and job performance. It is also designed to ensure consistent and fair treatment for all. It should be read in conjunction with the appeals procedure set out later in this section. The disciplinary procedure is intended to deal with failure to maintain the required standards of conduct, attendance and job performance.

2. Procedure

- 2.1. The procedure for dealing with general misconduct comprises a number of levels and the level adopted will depend on the nature and severity of the offence as well as the circumstances surrounding it. You may be accompanied by another employee or a union representative at any formal interview within this procedure. Prior to any formal interview, you will be advised of the nature of the allegation. During each stage of the disciplinary procedure, you will be given the opportunity to express fully your reasons and views on the matter.

2.2. Stage 1 – Oral Warning

- An employee whose work or conduct does not meet acceptable standards will normally be given a formal **oral warning**. You will be advised of the reason for the warning and that it is the first stage of the disciplinary procedure. A date for improvement will be set and a note will be put on your personnel file.
- *Help and supportive training will be offered if deemed necessary. This will include a timetable of expected improvement and monitoring guidelines. This is aimed to demonstrate the Club's commitment to supporting staff with carrying out their relevant responsibilities/duties. If, even with this support and additional training, performance or conduct still fails to meet the required standard the Club will have no option but to move onto Stage 2 – Written Warning*
- Written documentation of oral warnings be removed from employee's record after six months.

2.3. Stage 2 – Written Warning

- If the offence is sufficiently serious, or if a further offence occurs, you will receive a **written warning**. This will give details of the complaint, the improvement required and the timescale. It will also advise you that if there is no satisfactory improvement, a final written warning will be issued. This will be done in the presence of your manager or a member of staff of at least equivalent seniority to your manager. A copy of this **written warning** will be placed on your personnel file. Any written warnings will be removed from your file after 12 months.



2.4. Stage 3 – Final Written Warning

- If there is still a failure to improve or if the misconduct is considered sufficiently serious, a **final written warning** will be issued. This will give details of the complaint and will warn that dismissal will result if there is not satisfactory improvement. This will be done in the presence of your manager and/or a member of staff of at least equivalent seniority to your manager. A copy of this **final written warning** will be placed on your personnel file.

2.5. Stage 4 – Dismissal

- The final stage of the disciplinary procedure is **dismissal**. Notice will be given in accordance with your contract of employment except where immediate summary dismissal is justified.

3. Appeals Procedure

- 3.1. At each stage of the disciplinary procedure, you will have been given the opportunity to state your case. If you believe that you have been unfairly treated, you have the right to appeal.
- 3.2. Your intention to appeal and your reasons for appealing should be notified in writing to within five working days of a disciplinary decision.
- 3.3. The appeal will be heard by Beth Ettinger (Club Co-ordinator) or, if that is not appropriate by another appropriate senior person. Following the appeal hearing a decision will be made by the person who heard the appeal either to uphold the original decision or to decide upon some other appropriate course of action. The decision at the appeal stage is final and no further appeal will be possible. A copy of all papers relating to any appeal will be kept on your personnel file.

4. Grievance Procedure

- 4.1. If you have a grievance about your employment, you should discuss this firstly with your manager. You may, if you wish, have a colleague or a union representative with you during your discussion. Your manager or must either resolve the difficulty or submit it to the next stage of this procedure within five working days.
- 4.2. If you are not happy about the above decision, the matter should next be discussed with, or in the presence of Beth Ettinger. You may again be accompanied during the discussion. Beth Ettinger must either resolve the difficulty or submit it to the next stage of this procedure within five working days.
- 4.3. If you are still not satisfied, the matter will be discussed with Patrick Hammill (Chair of the Management Committee) and Beth Ettinger. You may again be accompanied during the discussion. Patrick Hammill's decision will be final and will be given within five working days.