



St John the Baptist Church Kingston Bagpuize with Southmoor

Ref. SJB - P4

Disciplinary and Appeal Policy & Procedure

Purpose and Scope

St John the Baptist Church, acting through the Parochial Church Council (PCC) Management Committee aims to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

Principles

The procedure is designed to establish the facts quickly and deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated and heard by the Management Committee.

At every stage employees will have the opportunity to state their case and be accompanied, if they wish, at the hearings by a trade union representative or work colleague.

An employee has the right to appeal against any disciplinary penalty.

Procedure

Stage 1 - first warning

If conduct or performance is found to be unsatisfactory, the employee will be given a written warning. Such warnings will be recorded, and a copy placed on the employee's personal file, but disregarded after 6 months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (When the first offence is sufficiently serious it may be justifiable to move directly to a final written warning).

Stage 2 - final written warning

If the offence is serious, or there is no improvement in conduct or performance, or if a further offence of a similar kind occurs, The Management Committee will issue a final written warning which will include the reason for the warning and a note that if no improvement results within 6 months, action at Stage 3 will be taken. A copy should be placed on the employee's personal file

Author
Reviewer

Susan Green
Julie Carpenter

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Stage 3 - dismissal or action short of dismissal

If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, and loss of seniority or dismissal.

Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal without notice or payment in lieu of notice:

- Theft
- Damage to property
- Fraud
- Incapacity for work due to being under the influence of alcohol or illegal drugs
- Physical violence
- Bullying
- Gross insubordination
- Sexual misconduct

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Management Committee within five working days. The Management Committee will hear the appeal and decide the case as impartially as possible.

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