

All Wheel Drive Response North East Response North East

Disciplinary Policy and Procedures

1. Purpose

The purpose of this policy is to establish a procedure for handling disciplinary matters at All Wheel Drive Response North East, a charity in the United Kingdom. This policy applies to all trustees, employees, members, volunteers, and contractors who provide services to All Wheel Drive Response North East.

2. Principles

All Wheel Drive Response North East is committed to creating a positive and productive working environment. We expect all trustees, employees, members, volunteers, and contractors to behave professionally, respectfully, and in accordance with our policies and procedures. However, when conduct falls below the expected standards, disciplinary action may be necessary.

3. Types of Misconduct

The following are examples of misconduct that may result in disciplinary action:

- a) Breach of All Wheel Drive Response North East 's policies and procedures.
- b) Failure to comply with legal or regulatory requirements.
- c) Negligence or incompetence in performing duties.
- d) Poor attendance or punctuality.
- e) Conduct that brings All Wheel Drive Response North East into disrepute.
- f) Harassment, discrimination, or bullying of colleagues, members, service users, or stakeholders.
- g) Theft, fraud, or other criminal activity.

4. Procedure

1. **Informal resolution:** All Wheel Drive Response North East aims to resolve disciplinary matters as quickly and informally as possible. Minor issues may be resolved through informal discussions between the trustee, employee, member, volunteer, or contractor and a committee member. This may involve coaching, counselling, or training to address the issue and prevent recurrence.

2. **Formal procedure:** If informal resolution is not possible or appropriate, a formal disciplinary procedure will be initiated. The following steps will be taken:
- a) **Investigation:** The matter will be investigated thoroughly, and the employee, member, volunteer, or contractor will be given the opportunity to respond to the allegations against them.
 - b) **Disciplinary Hearing:** If the investigation finds that there is a case to answer, a disciplinary hearing will be arranged. The trustee, employee, member, volunteer, or contractor will be informed of the hearing in writing and given the opportunity to respond to the allegations in person. A colleague or representative may also accompany them.
 - c) **Disciplinary Sanctions:** If the disciplinary hearing finds that there is a case to answer, disciplinary sanctions may be applied. These may include a verbal warning, a written warning, suspension, dismissal, or expulsion. The severity of the sanction will depend on the nature and seriousness of the misconduct.

5. Suspension

If the alleged misconduct is of a serious nature, All Wheel Drive Response North East may suspend the trustee, employee, member, volunteer, or contractor with immediate effect and pending the outcome of the investigation and disciplinary hearing. Suspension will be with pay for paid staff, and the trustee, employee, member, volunteer, or contractor will be informed of the reasons for their suspension.

6. Appeals

If the trustee, employee, member, volunteer, or contractor is dissatisfied with the outcome of the disciplinary hearing, they may appeal to a trustee. The appeal should be made in writing, outlining the grounds for the appeal. The committee members will review the case and provide a written response within fourteen working days.

7. Confidentiality

All Wheel Drive Response North East will ensure that all disciplinary matters are treated confidentially and sensitively. The trustee, employee, member, volunteer, or contractor's personal information will only be used for the purpose of investigating and responding to the misconduct.

8. Record-Keeping

All Wheel Drive Response North East will keep a record of all formal disciplinary proceedings, including the nature of the misconduct, the investigation, and any disciplinary sanctions applied. This information will be used to inform improvements to our policies and procedures.

9. Anti-Retaliation

All Wheel Drive Response North East prohibits retaliation against any individual who raises a disciplinary matter or participates in an investigation or disciplinary hearing. Any form of retaliation will be considered a serious violation of our policies and will be dealt with accordingly.

10. Training and Support

All Wheel Drive Response North East will provide training and support to trustees, employees, members, volunteers, and contractors to prevent misconduct and improve performance. This may include additional training, mentoring, or coaching to address areas of weakness or to support professional development.

11. Communication

All Wheel Drive Response North East will communicate the disciplinary policy to all trustees, employees, members, volunteers, and contractors. We will also provide information on how to raise a disciplinary matter and how disciplinary matters will be managed.

12. Review and Improvement

This policy will be monitored and reviewed annually by committee of All Wheel Drive Response North East to ensure that it remains effective and relevant.

This policy has been approved by the trustees of All Wheel Drive Response North East and is effective from the 20th of February 2024.