



## **Disciplinary Policy and Procedure**

### **Policy**

At West Oxon Boxing and Fitness Club, we want to ensure that a fair and consistent approach to maintaining our standards of conduct is essential to the well-being of our service users and staff alike.

To help support us in this endeavour, a robust disciplinary policy is essential.

Although disciplinarys can seem formal in nature, the aim is not designed to be oppressive or over punitive but designed to maintain standards of conduct, attendance, and job performance.

Examples of common disciplinary problems are:

- Staff or volunteers not turning up to pre agreed training sessions.
- Misuse of facilities and equipment.
- Damage to property through malice or negligence.
- Breaches of confidentiality.
- Failure to observe procedures.
- Refusal to follow reasonable requests set out by management or the board of trustees.
- Breaches of Health and Safety.

Further to the above common disciplinary problems, there are unfortunate instances of gross misconduct, that by their very nature, could result in summary dismissal from the club.

Matters we view as gross misconduct include (but are not limited too):

- Theft.
- Any other offence of dishonesty.
- Falsification of qualifications.
- Conduct that brings the clubs name into disrepute.

- Using the clubs name for other work without written permission from the Directors or Board of Trustees.
- Gross Negligence.
- Abusive behaviour.
- Conviction of a criminal offence that is relevant to your employment.
- Discrimination or harassment of anyone based on the grounds of race, sex, sexual orientation, disability, age, or any religious beliefs.
- Being under the influence of drink or drugs (unless prescribed by a doctor)

## **Procedure**

Wherever possible, minor issues will be dealt with informally by the directors of board of trustees, however, there may be occasions when the threshold for informal action has been breached and a full disciplinary hearing will take place.

Below sets out the stages of the disciplinary process:

Stage 1 – Investigation.

A full investigation will take place to establish the facts of any breach of the disciplinary policy. This can include witness statements, photographic evidence, CCTV evidence and statements from the individual involved in the disciplinary. The investigation will be carried out by a suitable and competent person appointed by the directors or board of trustees.

Stage 2 – Disciplinary Hearing.

If the investigation has concluded that a full disciplinary hearing must take place, the individual will be invited to a formal hearing. The disciplinary hearing must be chaired by someone other than the person that has conducted the investigation. All materials relating to the investigation and subsequent hearing must be made available to the individual concerned at least 48 hours prior to the date of the hearing.

If the individual concerned can't attend the hearing, then another date will be provided. If the individual concerned fails to attend the second date, then the disciplinary can be held in their absence.

## **Possible Outcomes**

1. **Written Warning** - Where a first offence has been committed, a written warning will be given to the employee or volunteer. This will usually remain on file for six months.
2. **Final Written Warning** - If an employee or volunteer has received a written warning and a further offence has been committed whilst that warning that remains "live", the employee or volunteer will receive a final written warning. Very serious breaches of conduct that fall short of gross misconduct may also result in a final written warning without stage 1 of this procedure being implemented. This will normally stay on file for 12 months.

3. **Dismissal** - If the employee or volunteer's conduct is still unsatisfactory, dismissal will normally result. An employee or volunteer will only be dismissed for a first offence if it is one of gross misconduct.

### **Appeals**

Individuals that have been subject to a disciplinary sanction, have a right to appeal that decision.

They must do so within 5 days of receiving their disciplinary outcome letter.

The appeal must be sent to:

The Board of Trustees  
West Oxon Boxing and Fitness  
Unit 12C, Crawley Mill Industrial Estate  
Dry Lane  
Crawley  
Witney  
OX29,9TJ.

The appeal must be heard and responded to within 7 days of receipt of the appeal letter.