

Disciplinary Procedure Policy for VOCAWAVES

VOCAWAVES is committed to creating an environment where all volunteers can perform to the best of their ability and achieve satisfaction. We also recognise that there will be occasions where disciplinary and/or performance problems arise. The purpose of this policy is to ensure that if such problems to arise, they are dealt with fairly and consistently. This policy sets out the action that will be taken when problems occur.

This document aims to encourage improvement in individual conduct and performance, and to minimise disagreements about disciplinary matters. It is based on the following principles:

- Establish the facts quickly and deal consistently with disciplinary issues
- Advise volunteers at every stage the nature of their complaint and give them the opportunity to state their case in a meeting before any decision is taken on whether to impose a warning or other disciplinary sanction.
- Give the opportunity for the volunteer to be represented or accompanied at any disciplinary meeting
- Require an investigation before any final decision is made in some cases
- Give people the right to appeal against any disciplinary action taken against a volunteer

Informal Procedure

Most problems can and will be solved through informal discussions. When this fails to bring the desired improvement, and only in this case, a formal procedure will be implemented.

Formal Procedure

If, despite the informal procedure occurring, the conduct or performance is still not up to acceptable standard, the volunteer may be subject to a **formal verbal or digital warning** from the committee. The volunteer will be told the reason for the warning, what they need to do, a time frame and any support VOCAWAVES may provide to help them, and that the warning is the first stage of the formal procedure.

When there is no improvement, or if another offence occurs, the volunteer will receive a **written warning**. This letter will contain the details of what the volunteer has allegedly done wrong, the reason for the warning, an invitation to attend a meeting to

discuss this, information about the right to be accompanied, and copies of any necessary documents. This meeting will take as soon as reasonably possible and when the volunteer has sufficient time to consider their response.

In the meeting, the volunteer will be informed on the action taken if any. VOCAWAVES may decide to give a **second written warning** if the behaviour gets worse. This warning will contain the details of the problem, what they need to do, the time frame, support we may provide, a review date and the appeal procedure as well as information noting that the next warning will be the final.

If there is no improvement whatsoever, there will be a **final written warning** from the committee and another meeting. This warning will include the details of the complaint, the improvement, the time frame, and information noting that any recurrence will result in dismissal.

The final stage of the formal procedure is **dismissal**, where a meeting will occur, and the volunteer can state their case and put forward any mitigating circumstances. Any appeal rights will be revoked if after the hearing the volunteer's behaviour is deemed to be harmful for the organisation. The volunteer will be notified as soon as possible of the outcome, and the reason if necessary.

Additionally, if a volunteer is found guilty of gross misconduct, they will be dismissed immediately, and no other procedure/warning will occur. Some examples of gross misconduct include theft, fraud, violent behaviour, harassment, deliberate damage to property, gross negligence, use of drugs or alcohol whilst working, and gross insubordination.

A note of any formal warning will be kept indefinitely but lapse after six months of it occurring.

Appeals

Appeals will be handled via the volunteer writing a written response of which depending on the stage a meeting may be held. The decision from the appeal is final.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on disciplinary or following any changes within VOCAWAVES.
- Following any issues or concerns raised about the behaviour within VOCAWAVES
- In all other circumstances, at least every Annual General Meeting (AGM).

Document updated and effective as of 17/09/2023