

## **DISCIPLINARY PROCEDURES**

1. To Maintain Discipline in institute is very important for the normal functioning. This procedure is designed to ensure that all are aware of and understand their rights and responsibilities relating to discipline. It aims to facilitate satisfactory standards of conduct and performance, to encourage improvements where appropriate and to ensure that cases of alleged misconduct, unacceptable performance or other acts or omissions considered by the management which attracts disciplinary action.

### **2. INFORMAL PROCEDURES :**

In many circumstances it will not be appropriate to proceed immediately to formal disciplinary procedures. Minor cases of misconduct may best be dealt with by informal advice, coaching and support rather than through the formal disciplinary procedure. It is important that every one understand what needs to be done, how conduct will be reviewed and over what period. They should also be made aware of what action may be taken if they fail to improve their conduct.

### **3. Staff Poor Performance :**

Individuals have a responsibility to perform their role to a satisfactory level and will be given reasonable help and encouragement to do so. Academic Head is responsible for setting realistic and measurable standards of performance and ensuring that members of staff understand what standard is required of them. Where the poor performance is due to negligence or lack of application on the part of the individual then formal disciplinary action may be taken.

An individual will not normally be dismissed because of a failure to perform unless warnings and an opportunity to improve with reasonable targets and timescales have been given to them.

### **4. THE FORMAL PROCEDURE :**

If conduct or performance does not meet acceptable standards after attempts to resolve minor matters informally have been made, or in more serious situations, the formal procedure should be followed at the appropriate stage.

Before contemplating disciplinary action, the committee should satisfy itself of the facts. It may be necessary to hold a preliminary investigation which will be carried out in such manner as the committee deems appropriate after consultation.

5. Full written details of the allegations and where possible all of the evidence supporting them will be made available to the individual concerned at least 7 working days in advance of the hearing. The individual against whom disciplinary action is being brought will be given the opportunity to state his/her case and to make any representations before a disciplinary decision is made by the committee.

6. The individual will normally be expected to provide a written statement together with any supporting documentation at least 3 working days before the date of the hearing.



The individual will be informed of the decision following any disciplinary hearing and the reasons for the decision at the earliest opportunity. In exceptional circumstances where it has not been possible to reach a decision following the hearing, an indication will be given within one working day of the likely timescale for a decision to be reached. The decision will be confirmed in writing to the individual, normally within three working days after the decision has been made.

## **7. DISCIPLINARY ACTION THAT BE TAKEN :**

**7.1 FIRST WRITTEN WARNING** - After conducting a disciplinary hearing and considering the evidence and representations made, a First Written Warning may be given. A First Written Warning will give details of the complaint, the improvement required and the timescale. It will warn that further disciplinary action will be considered if there is no satisfactory improvement.

**7.2 FINAL WRITTEN WARNING** - If there is still a failure to improve and conduct or performance remain unsatisfactory, or if the misconduct is

sufficiently serious to warrant only one written warning but not to justify dismissal, a Final Written Warning will normally be given to the individual. A Final Written Warning will give details of the complaint, will warn that dismissal is likely to result if there is insufficient improvement and will advise of the right to appeal.

## **8. DISMISSAL :**

If conduct or performance is still unsatisfactory and the individual continues to fail to reach the standards required following a Final Written Warning, dismissal is likely to result. The committee can take the decision to dismiss a individual under this procedure. Except in cases of gross misconduct, dismissal will normally be with notice or with pay in lieu of notice. The individual will be provided with written reasons for dismissal, the date on which he/she will terminate and details of the right of appeal.

## **9. ALTERNATIVE PENALTIES**

As regards staff, following consultation with Personnel, the committee responsible for taking formal disciplinary decisions may impose reasonable additional or alternative penalties including, for example, transfer to a different post. They may also require a member of staff to undertake relevant development or other measures in order to improve performance where appropriate. As an alternative to dismissal, the committee may also decide to issue a final written warning and to demote or reduce the salary of the individual. This will be confirmed in writing by the institute and the member of staff will be asked to confirm whether or not s/he accepts the alternative penalty.

**10. Disciplinary Committee** - will Comprise of Institute Secretary, Academic Head and Staff representative.

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