

# Mayflower College - disciplinary and grievance procedures

The objective of these procedures is to provide a clear and transparent framework to deal with difficulties which may arise from either the Mayflower College's or the employee's perspective.

They are necessary to ensure that everybody is treated in the same way in similar circumstances, to ensure issues are dealt with fairly and reasonably and that they are compliant with current legislation.

## Disciplinary Procedures:

### *Performance*

Issues relating to performance will initially be addressed informally, as and when they arise, by managers via discussions which clarify 'what good performance looks like', goal setting, support and timely positive feedback where appropriate. Only when these options have been exhausted and where there is no alternative will managers enter a more formal disciplinary procedure.

### *Conduct*

Employee misconduct may range from continued lateness / absence, failure to follow a reasonable management instruction, abuse of the Mayflower College's computer system or Internet access, bullying behaviour or creating a hostile work environment, through to theft, fighting and committing criminal offences. The more serious offences may constitute gross misconduct.

### *Stages of the process*

If disciplinary action is to be taken, it will have three main stages:

letter      meeting      appeal

There will be a full and fair investigation to determine the facts and to decide if further action is necessary.

### *Record-keeping*

Mayflower College will keep minutes of meetings, emails, attendance notes, notes of telephone calls, copies of correspondence, etc.

### *Potential outcomes:*

#### *1 No action*

After the meeting, Mayflower College may decide that no action is necessary. For example, if an employee was unclear about what was expected from them and they agree to try to resolve the issue via additional support or counselling.

#### *2 Warnings*

Mayflower College's policy is to give three warnings:

- recorded oral warning
- first written warning
- final written warning.

Any warnings will specify a review period during which the individual will receive appropriate support and their performance can be monitored.

#### *3 Dismissal*

This of course is the very last resort.

## **Grievance policy and practice**

It is essential that grievances from employees are treated in the same fair manner. Employees are encouraged to discuss ordinary, day-to-day issues informally with their line manager. Where this has been unsuccessful, or circumstances make this route inappropriate for the employee, then the matter should then be raised with Paul Stevens who will make a decision within seven working days.