

DISCIPLINE AND GRIEVANCE PROCEDURE

FOR VOLUNTEER WORKERS

Purpose

This procedure is designed to help and encourage all volunteer workers to achieve and maintain standards of acceptable conduct within the Route 81 Youth Project. Its aim is to ensure consistent and fair treatment for all.

Principles

1. At an early stage in the procedure the volunteer worker will be advised of the nature of the complaint against him/her and will be given the opportunity to state his/her case before any decision is made.
2. No disciplinary action will be taken against any volunteer worker until the case has been fully investigated.
3. No volunteer worker will be dismissed for the first breach of discipline except in the case of gross misconduct when the penalty will normally be dismissal.
4. At all stages of the procedure the volunteer worker will have the right to be accompanied by a fellow staff member/volunteer worker entirely of his/her choice.
5. A volunteer worker will have the right to appeal against any disciplinary penalty imposed.
6. In appropriate cases (e.g. poor performance), a volunteer worker will be advised in writing the time allowed for improvement.
7. The procedure may be implemented at any stage if the volunteer workers alleged misconduct warrants such action.

The Disciplinary Procedure

(a) Warnings

In the event of unacceptable behaviour you will be issued with a verbal warning, confirmed by memo, a copy of which will be held in the staff file

If despite this verbal warning your behaviour does not improve you will be asked to attend a disciplinary interview with the Chairperson, at which you are entitled to be accompanied by a fellow volunteer worker/staff member of your choice. If you cannot find a satisfactory explanation regarding your behaviour, you will be issued with a first written warning. You will be required to sign this warning confirming receipt. A copy will be placed in your staff file and you will be given a copy.

Further misbehaviour or another offence will result in you being asked to attend a further disciplinary meeting with the Chairperson. If a satisfactory explanation cannot be given, you will be issued with a second and final written warning, or other disciplinary action will be taken. If a second and final warning is given you will be required to sign it confirming receipt. The signed copy will be placed in your staff file and you will receive a copy.

(b) Further Disciplinary Action

If disciplinary action is taken, it may take the form of suspension. Where any disciplinary action is taken you have the right of appeal, which should be made in writing to the Route 81 Board of Directors within three days of you being informed of disciplinary action being taken. An appeal hearing will then be held at which you have the right to representation and may introduce witnesses. The Board of Directors may also introduce witnesses. At the hearing the disciplinary action contemplated may be upheld or reduced. The decision of the appeal hearing is final, and will be intimated to you in writing within three days.

Verbal warnings will remain on your record for a period of three months, written warnings for twelve months.

Dismissal

If whilst on the second and final warning there is further misbehaviour you will be liable to dismissal without notice.

In the event of an act considered to be gross misconduct you will be liable to dismissal without notice. Dismissal may be preceded by a period of suspension.

In either case you have the right of an appeal to the Route 81 Board of Directors, who will carry out an appeal hearing. Such an appeal must be lodged in writing within five working days of the date of your dismissal.

Examples of offences meriting disciplinary action

Below are some examples of the various categories of offence. This list is not exhaustive.

1 General Breaches of Discipline

- ◆ Failure to maintain the required standard of dress and/or behaviour

2 Serious Misconduct

- ◆ Repetition of general breaches of behaviour
- ◆ Disruptive Behaviour
- ◆ Refusal to obey reasonable instructions
- ◆ Being discourteous to agents, visitors or guests of Route 81 Youth Project ("the Project")
- ◆ Serious contravention of Health & Safety
- ◆ Smoking in unauthorized areas
- ◆ Failure to report absence or giving false information regarding absence
- ◆ Unauthorized use of Project's equipment

3 Gross Misconduct

- ◆ Repetition of acts of serious misconduct
- ◆ Wilful damage to the Project's goods and property
- ◆ Theft from the Project, its employees, agents or visitors
- ◆ Fighting or threatening another employee, agent, visitor or guest of the Project
- ◆ Being under the influence of alcohol or drugs whilst at work
- ◆ The consumption of alcohol on Project premises other than during an official function
- ◆ Fraud
- ◆ Gross negligence or abuse of position
- ◆ The introduction of unauthorized software onto the Project's computers or abuse of the Internet
- ◆ Indecency
- ◆ A custodial prison sentence

