Disciplinary Policy 2026

Introduction
This disciplinary policy sets out the procedures that Hesketh Bank Community Centre (HBCC) and its employees should follow in the event of disciplinary action being taken.

At HBCC we pride ourselves on promoting good practice, conduct, performance and professionalism from all of our employees, volunteers and trustees.

This disciplinary policy applies to any matter of misconduct or poor performance.

Our disciplinary procedures aim to identify, manage and address matters relating to misconduct and poor performance. These procedures are in place to help and encourage you to achieve and maintain high standards of conduct, professionalism and performance. This policy also aims to ensure the consistent and fair treatment of all employees, volunteers and trustees.

Situations relating to conduct and behaviour may arise where an informal meeting with your manager is deemed suitably appropriate rather than applying disciplinary action. In this instance there will be agreed actions to improve or rectify the situation with the individual(s) concerned.

Disciplinary action will not be taken against an employee until there has been a full investigation of the circumstances surrounding the matter.

If, after warnings, an individual(s) conduct or performance remains below an acceptable level, your contract of employment may be terminated in accordance with the procedures set out in this policy. HBCC reserves the right to, dismiss immediately for acts of gross misconduct.

Misconduct
The following list gives examples of behaviour which amount to misconduct and may be construed as gross misconduct. This list is not exhaustive:

- unauthorised absence from work
- lateness
- sexual harassment
- issues related to safeguarding
- unacceptable performance
- unacceptable behaviour
- time wasting
- Intentional misuse of equipment or machinery
- contravention of safety regulations
- failure to follow company policies including health & safety, equality & diversity,
- Safeguarding and information governance
- disruptive behaviour

Disciplinary action
Before a decision is reached or any disciplinary action taken, other than verbal warnings, a disciplinary hearing will be held. The individual(s) will be notified in advance of this hearing and advised in writing of the disciplinary allegations and reasons for the disciplinary action.

Any evidence or statements taken during an investigation, where appropriate will be provided to the individual(s) before the hearing.

A representative, or a colleague of your choice may accompany individual(s) at any disciplinary hearing. The colleague must consent to attending the meeting(s). This person may make representations and ask questions on the individual(s) behalf but may not answer questions or give evidence within the meeting.

Reasonable notice for any disciplinary hearings will be provided with a minimum of 48 hours' notice given. All hearings will be recorded, and a copy of the minutes provided within 48 hours.
At the hearing, the opportunity to put forward a case and to comment on any allegations and evidence before any decision on the facts is reached is provided.

Any notes or records taken under this procedure shall remain confidential.

Disciplinary Action

- Verbal warning

A verbal warning will usually be given in the case of minor breaches of conduct or poor performance. A record of the verbal warning will be kept in your personnel file. The exact duration of the warning will be specified at the time when it is given. The warning will usually lapse after 12 months and will be removed from your personnel file in the absence of any further misconduct or poor performance by you.
A verbal warning will usually be given by your manager and confirmed via an email to follow up.

- Written warning

A written warning may be given if, after a verbal warning (which has not lapsed), there is further misconduct or poor performance. In more serious cases, a written warning may also be given as a first level of disciplinary action. It will identify your poor performance or misconduct and explain what improvement you need to make.
A written warning may also be provided if you fail to address any performance issues previously outlined via a verbal warning and/or where you subsequently fail to implement the actions in any agreed action plan with the manager.

A copy of the written warning will be kept in your personnel file, usually for 12 months unless circumstances justify a different period, in which case it will be explained to you when the warning is issued. After that period, the warning shall be removed in the absence of any further misconduct or poor performances by you. A written warning will usually be given by your manager.

- Final written warning

When you have already received a written warning and you commit a further breach of discipline, continue to perform unsatisfactorily or where there is an initial breach of sufficient seriousness, a final written warning will be given. This will give details of the complaint and warn you that dismissal will result if your performance or conduct does not improve.

This will be kept on your personnel file and, subject to satisfactory conduct, will be

removed from the file after 12 months unless otherwise specified at the time of the warning. A final warning will usually be given by the Chairperson.

Gross misconduct or immediate dismissal
In the event of gross misconduct, an individual(s) may be dismissed immediately.

General
The individual(s) will be informed of any disciplinary decision in writing within five days of the disciplinary hearing. The letter / email will include the reasons for the disciplinary action and an indication of the evidence taken into account in reaching the decision to take disciplinary action. The individual(s) will also be informed of the right to appeal against any disciplinary decision. If they are dismissed, the letter will identify the effective date of termination and will clearly identify the reason for the dismissal.

In deciding whether a particular disciplinary action is appropriate the person responsible for taking the disciplinary action shall take into account the extent to which standards have not been met, how similar cases have been handled in the past, your general record, your position, your length of service and any special circumstances which have been raised by you which may make it appropriate to adjust the action taken.

Copies of any disciplinary decisions will only be sent to your representative if you request this.

Alternatives to Dismissal
If it is decided that the circumstances of the case justify immediate dismissal, HBCC may substitute the following lesser course of action if the individual circumstances justify it:

- demotion or transfer to another part of the business.
- termination with notice (or pay in lieu of notice).

Appeals
If an individual(s) wishes to appeal against any disciplinary action taken against them, they should write to the person who took the disciplinary action telling them that they wish to appeal.

The appeal will be heard, normally within seven days of your appeal. The decision will be notified to you within five days by HBCC. This decision is final and there is no further right of appeal within HBCC.

If you need any further information, advice or guidance relation to this policy, please contact the centre manager.

This policy has been approved for issue by the board of trustees of HBCC.

Policy dated: 01/10/2026

Policy review date: 30/09/2027