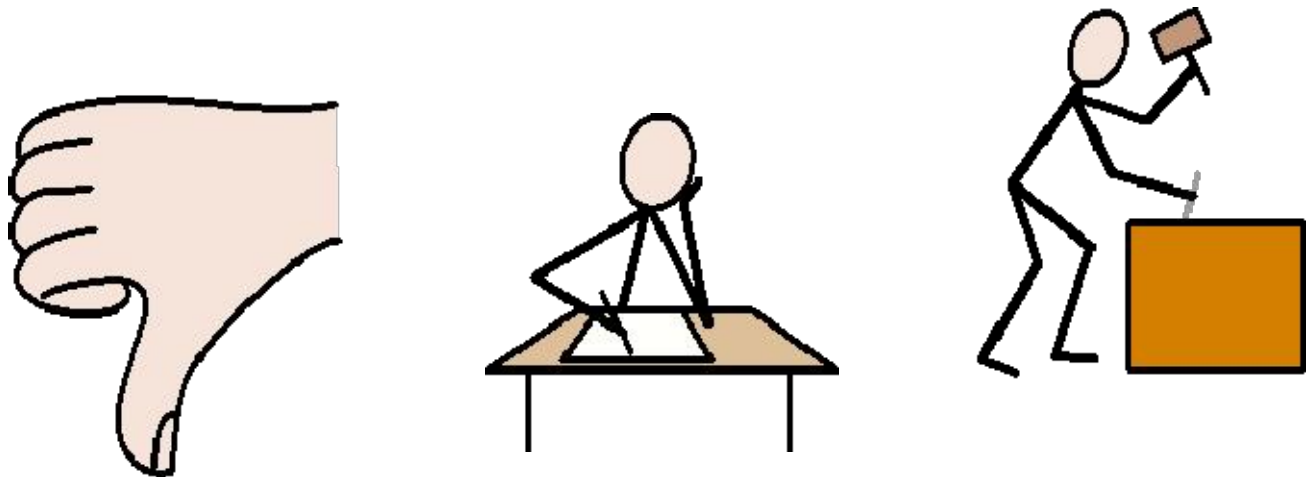


Accessible Disciplinary Policy



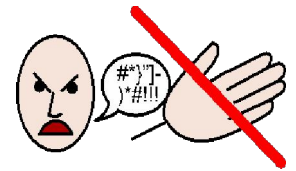
September 2008

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

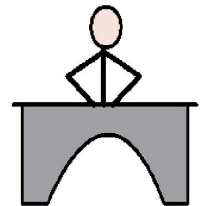
The complete policy statement can be found within the Disciplinary Policy document available from the Admin Team at the Consortium Office.

Introduction

Sometimes people will behave in a way they are not supposed to at work



This policy shows staff and managers how to deal with this



Managers will decide how serious the behaviour is. If it is not that serious then they will talk to the person about it in a more relaxed way



If staff want to talk to someone then they can phone the 'Employee Assistance Programme' on 0800 371540. They can also talk to a Fair Treatment Advisor



Procedure

Looking into what happened

When behaviour is more serious the manager should tell the Personnel Manager



Sometimes there will need to be an investigation.



The investigation aims to look at whether the person has done something wrong or not and it should start quickly

A manager higher up than the person's direct manager will do the investigation

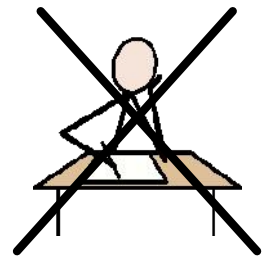
If someone is said to have done something to a Service User then it will have to be looked into by POVA (Protection of Vulnerable Adults)

The results of the investigation will be written down and given to all involved

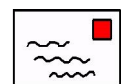


Suspension

Sometimes the staff member will not be allowed to work until it has been sorted out. This can happen before a manager has decided if they have done something wrong or not



Staff are told by a letter that they are suspended



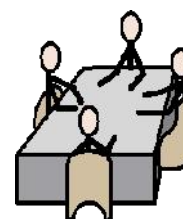
The staff member is not allowed to visit where they work and should have all work and house keys etc. taken off of them



This will only happen if it really needs to

Meeting to decide what happens

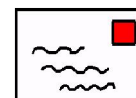
This is a time to talk about what the person is supposed to have done and look at the evidence to see if they did do it



Everyone will have a time to talk



The manager in charge will give a conclusion and write to the person to tell them



Outcomes of the meeting

Different things will be decided for different people depending on what they have done. Here are a few of the things that can be done;

Outcome	How long it is written in the Personnel File
Formal Oral Warning when someone has done something small	3 months
First written warning for things that are more serious	6 months
Final written warning when someone has done more than one thing which is fairly serious or lots of smaller things	12 months
Dismissal when someone has done something that is unacceptable e.g. stolen something, been violent, not supported someone properly. For more of these see the list under 'Gross Misconduct' in the full policy	

If someone has taken money then the Consortium can get it back from that person's pay

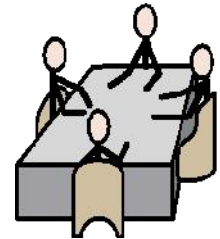


Appeals

Members of staff can say that they don't agree with the decision



Managers will have to look into it and make a final decision at another meeting



How staff are supposed to behave

Staff should;

- Not be late for work
- Do the right number of hours
- Listen to their manager
- Stay at work when they are supposed to
- Make sure everyone is safe and follow policy
- Keep information that is confidential to themselves

There are lots of other things and so to see these please look at the full policy

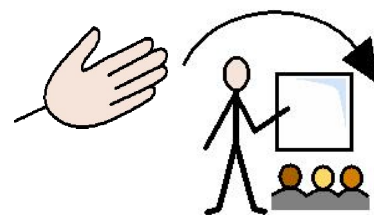
Telling people the results of meetings

People involved will be told about the results so that they understand what has happened



Returning to Work

The staff member coming back to work will talk to their manager about how they can be supported and what extra training they might need



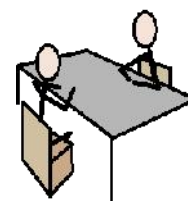
Documents

All pieces of paper involved will be kept in Personnel



Managing performance

Managers should tell when they are not doing their job properly and see how they can be supported in a better way



If someone continues to not do their job then it may be that they are dismissed after interviews with their manager