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Section18 - Disciplinary Procedure

Page92 f100

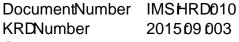
Reasorfor Extract:

For Kibbleinternet: http://www.kibble.org/publication_scheme/class_5

5.3. HumanResource Policie and Procedures

NB:

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18 DisciplinaryProcedure

The Centre expects all employees to conduct themselves in an appropriate ma

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- x the allegations regardingwork, conduct, or omission of the employee
- x a clearinvitation to the employeeto be accompanied by a representative

The letter should be issued sufficiently far in advance to allow the employee the opportunity to be accompanied an appropriate representative. Everyeffort should be made to rearrange the date of the hearing if, in the view of the senior manager, the employee has made reasonable efforts to obtain representation but has been unsuccessful.

Should the employee or their representative wish to seek clarification on any issues arising from the investigatory process including interviews they must submit their questions in writing to the investigating officer(s) no less than 3 days before the proposed disciplinary hearing date. The investigating officer(s) will then seek to clarify the questions raised by carrying out a further investigation where necessary prior to the disciplinary hearing. In cases where the matter of concern is under external investigation, it will not be possible to submit questions to the witness exist his may under mine the external investigation.

Where an additional investigation is carried out by the investigating officer(s) he/she may then take the decision not to proceed with any disciplinary action thus cancelling the disciplinary hearing. This decision will be communicated n writing to the employee.

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- x Failure to take reasonable care of Kibble property or using it for personal use without necessary authorisation
- x Persistentoffencesof misconductmay lead to the termination of employment.

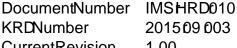
Any misconductof a sufficiently serious nature may be deemed to be gross misconductand dealt with accordingly. Examples of behaviour that may constitute gross misconductare shown below. Again these examples are not exhaustive.

Examplesof grossmisconduct

- x Assaulton another employee, service user or member of the public
- x Breachof

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days. Once a decision is reached the hearing may be reconvened and the employee informed of the outcome.

In either casethe employeewill be provided with a written statement.

18.7 Referralto professionalbodies and/or regulatory bodies

In some cases, the Centre will be required to inform professional bodies (e.g. SSSGTCSHCPCBPSetc.) and/or regulators (e.g. Care Inspectorate, Scottish Government etc...) of the charge(s), conviction(s) or investigation(s), especially those relating to the abuse or suspected abuse or inappropriate behaviour towards youngpeople. This referral will be made regardless of the employee's registration status.

This is not limited to criminal proceedings but referrals may also be made where internal investigations or disciplinaryproceedingsare involved.

18.8 Grievance Procedure

The Centre is keen to provide a positive and supportive working environment for all of its employees and as such will take every step to resolve issues in the workplace quickly and efficiently, at the lowest possible level. It provides a framework within which to deal with complaints, and allows for complaints to be resolved informally where possible, or through a formal grievanceprocedure where necessary. Where employees have a complaint about the outcome or management of other formal internal processese.g. disciplinaryor capabilityprocedures promotion processes or requests for flexible working, they should always pursue such complaintsthrough the appeals review procedures et out in the relevant policy.

Exceptionallythis grievanceproceduremay be used where employees believe that the Centre's policies and procedures have not been complied with and there is no appropriate appeal mechanism through which they canmaketheir complaint.

The grievanceprocedure is not a substitute for good day to day communication where employees are encouragedto discussand resolve daily working issues. Many problems can be resolved informally if channelsof communicationare kept open and work well. If problems cannot be resolved informally a grievancemay be raised and will be investigated as quickly

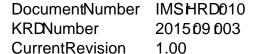
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18.9 Grievance Process

To ensure that any grievance relating to employment within Kibbleare settled fairly, speedily, and as near to the point of origin as



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18.10FormalDisputes

In the event of a formal dispute being declared by either Kibbleor the trade union(s) involved, the conditions which