



Disciplinary and Grievance Procedure for Employees

Reviewed date: January 2024

Bidborough Village Nursery School is committed to maintaining high standards of conduct, attendance, and job performance. This procedure aims to support employees in achieving these standards, ensuring fair, consistent, and sensitive treatment.

Minor Disagreements

- **Informal Resolution:** Minor disagreements among staff are encouraged to be resolved informally, either during staff management meetings or through direct discussion.

Disciplinary Procedure

For situations beyond informal resolution or where conduct/performance is unsatisfactory:

Stages of Disciplinary Action

1. Oral Warning:

- Discussion of the issue with the employee.
- Opportunity for the employee to present their case.
- If warranted, an oral warning is issued, outlining:
 - Required corrective actions.
 - A timeframe for improvement.
 - Any identified training needs.
 - An appeal process within 5 days.
 - Record of the warning kept for 3 months.

2. Written Warning:

- Formal meeting and opportunity to respond.
- Issuance of a written warning, detailing:
 - Reasons and required improvements.
 - Training needs and implementation timeframe.
 - Warning of further actions, potentially leading to dismissal.
 - An appeal process within 5 days.

3. Final Written Warning:

- Another review meeting if issues persist.

- Final warning letter, reiterating the need for improvement and potential dismissal.
- An appeal process within 5 days.

4. Dismissal:

- Final review meeting if no improvement.
- Issuance of notice of dismissal with reasons and appeal rights.

Gross Misconduct

In cases of severe violation (e.g., theft, abuse, assault), immediate dismissal may occur post-investigation. During investigations, employees may be suspended with pay. Decisions made only after thorough investigation.

Appeals

Employees have the right to appeal decisions at each disciplinary stage:

- Appeal in writing to the Manager and owner, Kenarik Esraeilyan.
- Informal hearing with representation allowed.
- Appeals Committee reviews and makes a final decision.
- Written record of proceedings kept.

Grievance Procedure

Informal Grievance

- Discuss issues with the Manager first.
- If unresolved, escalate to a management committee meeting with the right to have a colleague present.

Formal Grievance

- Submit grievances in writing, especially if involving the Manager.
- A formal meeting within 5 days of submission, with representation rights.
- Decision communicated within 24 hours.

Appeal Process

- If dissatisfied, an appeal can be made to the Manager/owner.
- A meeting with the Appeals Committee is arranged within 5 days.
- Final decision given within 24 hours.

This policy ensures all employees are aware of their rights and responsibilities regarding disciplinary actions and grievances, promoting a fair and transparent process.