

Staff Discipline Policy

ELT Manager	Principal and Chief Executive
Responsible Officer	Head of HR & Organisational Development
Date first approved by BoM	29 th March 2012
Date review approved by BoM	15 th December 2020
Next Review Date	October 2023
Equality impact assessment	October 2020
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
V Ferguson	October 2020	Change of job title for Responsible Officer 1.0 Reworded to emphasise fairness and consistency in the treatment of staff 2.0 Removed the word procedure 5.0 Changed HR Manager job title Added Curriculum Area Leads, Changed Team Leaders to Course Leaders 7.0 Moved to 6.0 - Deleted References and changed to Related Policies 6.0 Added Staff Grievance Policy and Procedure	

Staff Discipline Policy

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1.0 Purpose

West Highland College UHI recognises that it is the responsibility of all staff to ensure that acceptable levels of attendance, conduct, behaviour and performance are maintained at all times and to resolve any issues before reaching a formal stage. In doing so the disciplinary policy ensures that the College promote orderly employment relations as well as ensuring fairness and consistency in the treatment of staff.

The purpose of this policy and the related disciplinary procedures is to:

- address situations where the conduct or behaviour of a staff member falls below acceptable standards;
- provide a framework within which the resolution of disciplinary issues can be undertaken in a way which is designed to promote fairness in relation to the treatment of all staff;
- ensure that disciplinary issues are resolved as quickly as possible;
- identify those staff responsible for contributing to the effective development and maintenance of College discipline; and
- assist in the maintenance of order and the effective operation of the College.

2.0 Scope

This policy defines the framework within which disciplinary issues will be handled and resolved for all staff.

The discipline policy has been agreed following consultation with the college staff consultative group and will not be amended without further consultation taking place. The policy and procedure documents are statements of intent and are not intended to be contractually binding.

3.0 Policy Statement

The College seeks to ensure that any shortcomings in conduct will be dealt with fairly.

Individuals whose conduct is unsatisfactory will normally, in the first instance, be encouraged to improve, and supported in that process.

Individuals whose capability in undertaking the duties of their post is considered to be below requirements will normally be offered appropriate support and/or development opportunities to facilitate the required improvement in performance.

Where formal disciplinary action is initiated the matter will be dealt with in accordance with agreed procedures.

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In instances where:

- an investigation is being undertaken;
- an investigation results in no action being taken; or
- a hearing determines that allegations are unsubstantiated;

the member of staff will not be subject to any detriment in treatment or status.

4.0 Linked Discipline and Grievance Issues

Where a grievance is raised by a member of staff in relation to disciplinary issues under investigation these may be considered through a joint disciplinary/grievance hearing process. In these circumstances the discipline and grievance procedures to be followed will be that considered most appropriate within the circumstances to allow a full and open hearing of all relevant points.

5.0 Responsibilities

All staff - have a formal responsibility to adhere to the requirements and guidelines of College policies, procedures, standards of service quality and recognised professional and behavioural standards.

The Executive Leadership Team and College Management Group - is responsible for approving and leading the implementation of this policy.

Head of HR & Organisational Development – is responsible for ensuring the proper application of the terms of this policy and procedure. This shall include the provision of relevant training and guidance to those investigating disciplinary allegations and to those conducting disciplinary hearings.

The HR Department – is responsible for the administration and co-ordination of disciplinary hearings and appeal hearings. They will also provide advice and support as appropriate during investigations and hearings.

All Managers, Curriculum Area Leads and Course Leaders - have a duty to ensure the development and maintenance of effective discipline in relation to all staffing matters within their area of responsibility.

The Investigating Officer – (the manager conducting an investigation), is responsible for ensuring an adequate and timely investigation into the matter. The Investigating Officer shall not have any function at any future disciplinary hearing other than presenting the facts of the investigation to that hearing.

Hearing Officers - Formal disciplinary hearings will be conducted by senior manager. Disciplinary hearings which may result in the termination of employment will be

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conducted by a member of the Executive Leadership Team. Disciplinary appeals will be heard by the Principal or appointed deputy in their absence.

The member of staff – who is the subject of an investigation, has a responsibility to cooperate during the investigation and to comply with the terms of this policy and procedure.

6.0 Related Policies

- Staff Discipline Procedures and Appendices.
- Equality, Diversity, and Inclusivity Policy
- Dignity at Work Policy
- Staff Grievance Policy and Procedure

7.0 Review

This policy will be reviewed every 3 years, or sooner if necessary.