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# **KARIBU AFRICAN WOMEN'S SUPPORT GROUP**

## **Grievance and disciplinary Policy and Procedures**

**August 2023**

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This Policy is issued by Karibu African Women's Support Group hereafter referred to as 'the organisation' and administered by Lara Uzokwe hereafter referred to as 'the second line manager'.

### **Grievance Procedure**

If you have any questions or grievances relating to your employment you may seek redress orally or in writing in the following manner:

1. In the first instance you should refer the grievance to your line manager and the matter will be discussed informally with you.
2. If the grievance is not thereby resolved, or if you consider that you have not been fairly treated, you may take the grievance to the second line manager within 14 days.
3. If the grievance is still not resolved, or you still consider that you have not been fairly treated, you may appeal to the second line manager, who will nominate a person or persons to consider the appeal within 14 days of the decision at the previous stage.
4. At any stage of the grievance procedure you may be accompanied by a trade union official or a colleague of your choice.

### **Disciplinary Rules and Procedures**

This Disciplinary procedure provides for warnings to be given for failure to meet the organisation's standard of job performance, conduct (whether during working hours or not), and attendance, or for breach of any of the Terms and Conditions of Employment. The procedure applies to all employees who should familiarise themselves with the provisions. The procedure will be followed generally, where appropriate.

1. In the first instance the line manager will establish the facts concerning the problem (if necessary, considering the statements of any available witnesses).
2. If the line manager considers it is not necessary to resort to the formal warning procedure, he or she will discuss the matter with you suggesting areas for improvement. The discussions will so far as is possible be in private and you will be informed that no disciplinary action is being taken.
3. If the line manager considers it is necessary to invoke the formal warning procedure, he or she will inform you. The following procedure will then apply, but depending on the seriousness of the offence may be invoked at any level including summary dismissal.
  - a. In the case of minor offences, you will be given a formal oral warning. You will be advised that the warning constitutes the first formal stage of the disciplinary procedure and that a note will be placed on your personnel file. You have the right to be accompanied by a trade union representative or a colleague of your choice at any meeting. The nature of the offence and the likely consequence of further offences or a failure to improve will be explained to you.

b. In the case of serious offences, or a repetition of earlier minor offences, you will be given a written warning setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and by when.

c. In the case of a further repetition of an earlier offence, if you still fail to improve or if the offence, whilst falling short of misconduct, is serious enough to warrant only one written warning, you will be given a final written warning setting out the precise nature of the offence, containing a statement that any recurrence will lead to dismissal or whatever penalty is considered appropriate and, specifying, if appropriate, the improvement required and over what period.

4. Depending on the seriousness of the matter and all the other circumstances, any of the above stages can be omitted. In the case of gross misconduct, or if all the appropriate stages of the warning procedure have been exhausted, you will normally be dismissed, but only after consideration of other possible disciplinary action.

5. In all cases, other than an oral warning, before any disciplinary action you will be interviewed by the second line manager and will be informed of the allegations made against you. You will be given the opportunity to state your case at the interview, accompanied by a union representative or workplace colleague of your choice. If the complaint is upheld you will be informed of the disciplinary action to be taken, the stage in the disciplinary procedure to be adopted depending on the seriousness of the offence, and your right of appeal.

6. If you are dissatisfied with the outcome of any stage of the procedure you may appeal in writing within 14 days to the second line manager who will nominate a person or persons to consider the appeal within 14 days of the decision at the previous stage. The following are non-exhaustive examples of the sort of offence which, if committed, will normally lead to formal disciplinary action being taken.

### **Minor offences**

Minor offences (oral warning), includes but is not limited to:

Poor job performance involving substandard work.

Poor punctuality

Absenteeism or other minor breach of the employer's Regulations

Oral warnings will be deemed to have expired six months from the date of issue unless there is a repetition of the relevant conduct.

### **Serious offences**

Serious offences (written warnings), includes but is not limited to:

Negligence resulting in minor loss.

Damage or injury

Smoking in any building housing the offices of the organisation.

Failure to comply with a specific instruction.

Irresponsibility in relation to other employees

Activities or impropriety in respect of the employee's tasks for the employer, (whether or not; within working hours) which the organisation reasonably considers to be detrimental to, or conflicting with the interests of the organisation, or its clients, or likely to affect your standard of work.

Failure to disclose any personal interest which conflicts with the matter with which you are engaged.

Breach of confidence relating to the organisation's affairs.

Action taken including (but without limitation):

demotion or transfer

loss of seniority or salary increment

suspension (with or without pay)

Written warnings will be deemed to have expired twelve months after the date of issue, unless there is a repetition of the relevant conduct.

### **Gross misconduct**

Gross misconduct (dismissal) includes, but is not limited to:

Negligence resulting in serious loss.

Damage or injury

Assault (or attempted) assault.

Theft

Malicious damage to property

Wilful disregard of duties or instructions relating to employment

Deliberate and serious breach of confidence relating to the organisation's affairs.

The use of personal information obtained by you in the course of your employment.

Falsification of records

Conduct violating common decency or conviction for a criminal charge relevant to your employment.

Employees who present themselves as unfit for work due to intoxication by alcohol or non-medically prescribed drugs, or who consume either during working hours.

Final written warnings will be deemed to have expired after two years, unless there is a repetition of the relevant conduct.

Approved by *B Haskell* on 27/08/2023

Review date: \_\_\_\_\_