

Disciplinary Policy process map - for Hope Church Network employees

A disciplinary is defined as a necessary action required in response to conduct or performance of a paid employee which falls below reasonable expectations.

Step	Action
1.	A matter may be identified by but not limited to, the line manager, trustees or via the Hope Church Network complaints process
2.	The matter should be investigated by the Employment Trustee with the support of one other trustee. Any information relating to the matter should be gathered and the Employment Trustee discern the severity of the misconduct or performance (minor or major). For gross misconduct – see separate process map below.
3.	For minor matters, the Employment Trustee should meet informally with the employee, agree and identify areas of solution and improvement. Where a resolution cannot be agreed, the trustee supporting the initial investigation should be invited to provide extra help. A record of the meeting and any resulting actions should be attached to the employee's HR record.
4.	Employee improvements should be monitored and once achieved, the matter can be closed.
5.	Where conduct or performance remain below reasonable expectations, the Employment Trustee should refer the matter to a disciplinary panel as a major matter.
6.	The disciplinary hearing will comprise of 2 people nominated by trustees, one must be an unpaid elder.
7.	The disciplinary panel should invite the employee and a companion of their choice to a meeting to discuss together the matter under consideration. It should be arranged as soon as is possible and allow a minimum of a week's notice. The meeting invitation should include: • Date/time/place of meeting • the alleged misconduct or performance issue • Offer for the employee to be accompanied by a friend unconnected to the proceedings • Results of the initial investigation and submission of any supporting documents not yet expired e.g. previous performance and conduct reports, evidence (if relevant) or names of any witnesses (if relevant) • Possible meeting outcomes; no further action, improvement recommendations, written warnings or dismissal.
8.	The panel and the employee will receive all documents relating to the matter not less than 1 week before the meeting.

9.	At the disciplinary panel meeting, the panel will hear from both parties regarding the matter and examine the documents, evidence (if relevant) and hear from witnesses (if relevant).
10.	After the meeting, the disciplinary panel should consider the information and decide on a suitable outcome: • No action needed • Recommendations • Written warnings; first or / and final • Dismissal
11.	Where a written warning is decided, it should be produced for the employee and include: • Expectations of improvements • Timeframes for improvements • notification of a possible final written warning should improvements not emerge • right of appeal against the decision. A copy of the warning should be placed on the employee's HR file.
12.	The Employment Trustee and one other Trustee to arrange date to meet and review improvements with employee.
13.	If matters have improved, the matter can be considered closed.
14.	If matters have not improved, the Employment Trustee to re-refer to a Disciplinary panel, which may result in a final written warning, an extension of the review period for the first written warning, or dismissal.
15.	Final written warning to include: • Expectations of improvements • Timeframes for improvements • Warning any sustained unsatisfactory performance or serious misconduct within 6 months may result in dismissal
16.	The Employment Trustee and one other Trustee to arrange date to meet and review improvements with employee.
17.	Where conduct or performance remain below reasonable expectations or gross misconduct has occurred, the Employment Trustee should refer the matter back to a disciplinary panel.
18.	The disciplinary panel will comprise of 3 people nominated by trustees, one must be an unpaid elder. The panel should not comprise of anyone involved in the initial investigation.
19.	The disciplinary panel should invite the employee and companion of their choice to a meeting to discuss together the matter under consideration. It should be arranged as soon as is possible and allow a minimum of a week's notice. The meeting invitation should include: • Date/time/place of meeting

	• Offer for the employee to be accompanied by a friend unconnected to the proceedings • Submission of any supporting documents not yet expired e.g. previous performance and conduct reports, evidence (if relevant) or names of any witnesses (if relevant) • State the purpose of the meeting – to consider disciplinary outcome, which could include dismissal.
20.	The panel and the employee will receive all documents relating to the matter not less than 1 week before the meeting.
21.	At the disciplinary panel meeting, the panel will hear from both parties regarding the matter and examine the documents, evidence (if relevant) and hear from witnesses (if relevant).
22.	After the meeting, the disciplinary panel should consider the information and make a decision as to whether a disciplinary outcome is needed which could include dismissal.
23.	Where a dismissal or some other form of warning is actioned, the Employment Trustee will notify the employee in writing and advise of their right to appeal. If dismissal, the employee will be given notice commensurate to their contract of employment, unless the conduct is sufficiently serious to warrant summary dismissal.
24.	An employee must register their request to appeal against a disciplinary or dismissal decision to the trustees within one week
25.	The trustees will appoint a disciplinary appeal panel, appointed from among the trustees, and employment group to meet ideally within 2 weeks of the employee's request to appeal
26.	The appeal panel should invite the employee and companion of their choice The meeting invitation should include: • Time/place of meeting • The purpose of the meeting • Offer for the employee to bring representation • The supporting documents provided at the disciplinary hearing
27.	After the meeting, the appeal panel should consider the information and make a decision as to whether to uphold the decision or quash it and may choose to make recommendations in lieu of a dismissal.
28.	The appeal panel should report their decision and / or recommendations to the trustees.
29.	The panel will write to the employee notifying them of the outcome of the appeal and make known the employee's leaving date if applicable
30.	The appeal panel's decision will be final.



31.	All matters under consideration should be recorded on the employee's employment record but disregarded after 6 months' satisfactory service.
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Gross misconduct process map - for Hope Church Network employees

The definition of gross misconduct is conduct so serious it justifies dismissal without following earlier interventions, warnings and process.

1.	For alleged gross misconduct – the trustees should suspend the employee while undertaking an investigation into the matter
2.	Trustees must provide the employee written reasons for the suspension within one week of the suspension and confirm terms and conditions (e.g. continued full pay)
3.	Trustees should seek to provide pastoral support to the employee throughout the suspension as appropriate
4.	The matter should be investigated by a convened disciplinary panel who will discern whether a gross misconduct has occurred.
5.	The panel should comprise of 2 people nominated by trustees, one must be an unpaid elder.
6.	The disciplinary panel should invite the employee and companion of their choice to a meeting to discuss together the matter under consideration. The meeting invitation should include: • Date/time/place of meeting • the alleged misconduct or performance issue • Offer for the employee to be accompanied by a friend unconnected to the proceedings • Results of the investigation and submission of any supporting documents not yet expired e.g. previous performance and conduct reports, evidence (if relevant) or names of any witnesses (if relevant) • Possible outcomes; improvement recommendations, written warnings or dismissal.
7.	The panel and the employee will receive all documents relating to the matter not less than 1 week before the meeting.
8.	At the disciplinary panel meeting, the panel will hear from both parties regarding the matter and examine the documents, evidence (if relevant) and hear from witnesses (if relevant).
9.	After the meeting, the disciplinary panel should consider the information and make a decision as to whether gross misconduct has occurred.
10.	The outcome and decision should be presented to the trustees for sign off.
11.	In the event where gross misconduct has not occurred, the trustees should move to following the disciplinary procedure.

12.

The trustees will meet with the employee to notify them of the outcome of the investigation and put the decision in writing. The employee has a right of appeal against this decision

13.

The trustees should record the gross misconduct on the charity's serious incident register, but may also need to report to the Charity Commission and appropriate regulated organisation - see Serious Incident process map.

* Employment Group membership:
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