



St Dunstan's | St Alban's | St Oswald's
CHEAM TEAM MINISTRY
working together for the glory of God

Disciplinary Procedure

Purpose and Scope

We expect you to demonstrate a high standard of personal conduct. This procedure sets out the action which we will take if disciplinary rules are breached. It applies to all employees and other workers responsible to the Parochial Church Council (PCC). In some cases, this may also apply to volunteer positions where an informal solution has been unsuccessful.

Principles

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

At every stage you will have the opportunity to state your case and be represented, if you wish, at the hearings by a friend, or by a fellow employee or volunteer.

You have the right to appeal against any disciplinary penalty.

The Procedure

Informal Action - Oral Warning

Cases of minor misconduct or unsatisfactory performance will be dealt with informally. You will be encouraged to make the necessary improvement and offered additional guidance, support, training and supervision as appropriate. You will be informed that, should the required improvement be achieved, that will be the end of the matter.

There will, however, be situations where matters are more serious or where an informal approach has been tried but is not working. If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, the matter will be dealt with under the following formal procedure.

Stage 1 - Written Warning

If there is no improvement in your standards, or if a further offence occurs, or the offence is such as to warrant it at the outset, you will be given a **WRITTEN WARNING** by your line manager or volunteer supervisor, which will include the reason for the warning and a note that, if there is insufficient improvement after 3 months, a final written warning will be given.

Stage 2 - Final Written Warning

If your conduct or performance is still unsatisfactory, or the offence is sufficiently serious to warrant it at the outset, you will be given a **FINAL WRITTEN WARNING** by your line manager or volunteer supervisor, making it clear that any recurrence of the offence or other serious misconduct within a period of 12 months will result in dismissal.

Stage 3 - Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs, or if the offence is one of Gross Misconduct, you will normally be **DISMISSED**.

Any decision to dismiss you will be taken by a panel of three members appointed by the PCC, who will all be members of the PCC and include either an Incumbent or a Churchwarden. The panel will receive in advance from the line manager all the documentation relating to the offence under consideration. The

documentation will also be made available in advance to you. At the hearing, the panel will hear evidence from the line manager and subsequently from you; witnesses may be called by both parties. The panel will then form a judgement as to whether the offence is proven on the balance of probability. If so, the panel will then receive evidence as to any previous warning given which has not yet expired. They will then make a decision regarding your dismissal or otherwise.

Gross Misconduct

Gross misconduct is misconduct so serious that it could justify dismissal without previous warnings and without notice or pay in lieu thereof. If, after investigation, it is confirmed that you have committed an act of gross misconduct, you will normally be dismissed, following the procedure in Stage 3 above.

The following is a list of examples of gross misconduct. It is for guidance only and is not exhaustive:

- Theft or unauthorised possession of any property or facilities belonging to the Parish;
- Gross insubordination;
- Gross negligence;
- Serious damage deliberately sustained to parish property;
- Deliberate falsification of parish reports, accounts, expense claims or self-certification forms;
- Bribery or corruption;
- Refusal to carry out duties or reasonable instructions or to comply with parish policies and procedures;
- Conduct unbecoming or inappropriate to the office and work;
- Misconduct in relation to the safety of children or adults who may be vulnerable;
- Serious misconduct as a result of being intoxicated by reason of alcohol or illegal drugs;
- Violent, dangerous or intimidatory conduct;
- Sexual, racial or other harassment of a colleague or parishioner;
- A criminal offence, which may (whether it is committed in the context of or outside your employment by us) adversely affect the reputation of our church, your suitability for the type of work you do, or your acceptability to colleagues or parishioners.

Suspension

While alleged gross misconduct is being investigated you may be suspended, during which time you will continue to be paid at your normal rate. You will be entitled to written reasons for the suspension within 3 working days of being suspended.

Appeals

If you wish to appeal against any disciplinary decision, you must do so in writing within one week of the decision being conveyed to you. Your appeal will be heard by a panel of three members appointed by the PCC, not including anyone who has been involved in the process thus far. At least two members of the panel will be PCC members, and one will be either a Churchwarden or an Incumbent.

The second panel will decide the case as impartially as possible. The panel will receive all the documentation from the previous stage of the disciplinary procedure; the documentation will also be made available in advance to both you and your line manager.

The panel will then hear evidence from your line manager and you, and witnesses may be called. The panel will then form a judgement and make a decision regarding your dismissal or otherwise.

The panel's decision will be final.

Policy agreed and adopted by the PCC at a meeting on 24th April 2023.