

Mentors for Women Disciplinary Procedure

1. Purpose and scope

- 1.1. Mentors for Women's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

2. Principles

- 1.1. 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.
- 1.2. At every stage members/member/employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a colleague.
- 1.3. A member/member/employee has the right to appeal against any disciplinary penalty.

3. The Procedure

3.1. Stage 1 – first warning

- 3.1.1 If conduct or performance is unsatisfactory, the member/employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 6 months of satisfactory service/performance.
- 3.1.2 The member/employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on Mentors for Women, it may be justifiable to move directly to a final written warning.)

3.2. Stage 2 – final written warning

- 3.2.1 If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within 6 months, action at Stage 3 will be taken.

3.3. Stage 3 – dismissal and loss of membership

- 3.3.1 If the conduct or performance has failed to improve;
 - The member will have their membership removed without any refund of fees paid
 - Employees may suffer demotion, disciplinary transfer, loss of seniority (as allowed in the contract) or dismissal.

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3.4. Gross misconduct

3.4.1 If, after investigation, it is confirmed that an member/employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be removal of membership/dismissal without notice or payment in lieu of notice:

- theft
- damage to property
- fraud
- incapacity for work due to being under the influence of alcohol or illegal drugs
- physical violence
- bullying and gross insubordination

3.4.2 While the alleged gross misconduct is being investigated, the member/employee may be suspended, during which time they will be paid/will pay their normal pay / membership rate. Any decision to remove membership/dismiss will be taken by Mentors for Women only after full investigation.

4. Appeals

4.1. A member/employee who wishes to appeal against any disciplinary decision must do so to Mentors for Women within five working days

4.2. Mentors for Women will hear the appeal within 14 days and decide the case impartially.