

MUMBLES METHODIST CHURCH

Discipline Procedure

(Wherever the word 'church' occurs it has the meaning of 'Mumbles Methodist Church')

The Church wishes to ensure high standards from its employees. The Discipline Procedure enables the Church to take appropriate action against you where your performance or conduct is unsatisfactory. However, the Church abides by a number of principles to ensure that any employee subjected to disciplinary action receives consistent and fair treatment:

Principles

Any complaint made against you will be fully investigated and no disciplinary action will be taken until you have been informed of the nature of the complaint and given the opportunity to make representations at a disciplinary meeting.

You will at all times have the right to be accompanied by a work colleague or a friend of your choice at any disciplinary or appeal meeting.

Whilst the Church will make all reasonable efforts to ensure that you are present at any disciplinary hearing, in case of absence exceeding seven days then the Church may hold the hearing in your absence, in which case you may make written representations.

Wherever possible the Church will use its best endeavours to keep all details relating to any disciplinary investigation or procedure confidential.

Any appeal will be heard by a persons or persons not involved in the previous stages of the procedure.

The Procedure

Your immediate supervisor or line manager will deal with minor problems but if the matter is more serious the following procedure is used:

Stage 1 – Verbal Warning

If your conduct or performance has been unsatisfactory, you will normally be given a formal verbal warning by your immediate supervisor or line manager. You will be informed of the reason for the warning. A note of the verbal warning will be shown to you and you will be asked to sign it to confirm that you have read it. This note will be kept on file but will be considered "spent" for disciplinary purposes after a period of 6 months unless otherwise specified.

Stage 2 – Written Warning

If a serious disciplinary matter occurs or if there has been a failure to improve following a previous verbal warning, you will be given a formal written warning by either your immediate supervisor or by the Church Manager, whichever is the more appropriate, and after consultation with one other member of the Church Management Group. The written warning will give details of the complaint, the improvement required from you and the period in which it has to be achieved. It will also warn that a final written warning may be issued if there is no satisfactory improvement within the required period and will advise of the right to appeal. A

note of the warning will be kept on file but will be considered “spent” for disciplinary purposes after 12 months, unless otherwise specified.

Stage 3 – Final Written Warning

If there is insufficient improvement following a written warning or if there is misconduct that is serious enough to warrant only one written warning, a final written warning may be given to you by either your immediate supervisor or by the Church Manager whichever is the more appropriate and after consultation with one other member of the Church Management Group. This will give details of the complaint and will warn that dismissal, or some other action short of dismissal, may result if there is no satisfactory improvement within a particular period. It will also advise of the right to appeal. A note of the warning will be kept on file but will normally be considered “spent” for disciplinary purposes after a period of 12 months, unless otherwise specified.

Stage 4 – Dismissal

If you fail to meet the standards required of you, or if there is gross misconduct, dismissal will normally result. A decision to dismiss can only be taken by the Chairman or his/her representative plus two other members of the Church Management Group not previously involved in the procedure. As an alternative to dismissal and at the employer’s discretion, you may be demoted. If the Church is considering dismissal, demotion or any other action short of dismissal, you will be given a written statement prior to the formal disciplinary meeting, setting out the reasons for the proposed course of action. The issues will be fully discussed at the meeting and you will be informed in writing of the outcome.

If you are dismissed, you will be provided with written reasons for dismissal, the date your employment terminated and details of any notice pay to which you are entitled. You will also be informed of your right to appeal.

If you are demoted, you will be entitled to the salary and other terms and conditions of employment appropriate to the position to which you have been demoted. You have a right of appeal against demotion.

Please Note: that the Church reserves the right to enter this procedure at any stage if your misconduct warrants such action.

Gross Misconduct

The following is a non-exhaustive list of examples that are normally regarded as gross misconduct:

- Theft, fraud, deliberate falsification of records
- Physical violence including fighting and assault on another person
- Deliberate damage to Church property or property belonging to any employee
- Serious incapability through alcohol
- Abuse of drugs
- Negligence which causes significant loss, damage or injury
- A serious act of insubordination
- Serious failure to follow the health and safety rules of the Church
- Failure to notify the Church of a serious and immediate danger to health or safety
- Serious misuse of the Church’s computing, telephone or postage facilities
- Sexual, racial or disability harassment
- Disclosure of confidential information
- Dishonest use of the Church’s property or name

- Bringing the Church into disrepute

If gross misconduct is alleged against you, the Church may suspend you on full pay pending investigation of the matter. You will be given a written statement prior to the formal disciplinary meeting, setting out the reasons for the proposed course of action. The issues will be fully discussed at the meeting and you will be informed in writing of the outcome. If, following investigation and after a full disciplinary meeting, the Church is satisfied that there has been gross misconduct, the outcome will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

You have the right to appeal against any warning, demotion, suspension or disciplinary dismissal within five working days. The Minister of the Church plus two other officer[s] or member[s] of the Church Council not previously involved in any stage of the procedure will constitute the Appeals Committee and will hear all appeals.

You will be informed in writing of the date of any appeal and you will be entitled to bring a colleague or a friend of your choice with you to the appeal hearing. The Appeals Committee may decide the matter at the hearing or adjourn the hearing for further investigation or for further consideration. You will be informed of the outcome of any appeal hearing, in writing, as soon as possible and such decision is final.