

DISCIPLINARY PROCEDURE FOR VOLUNTEERS

1. INTRODUCTION AND PURPOSE OF THE PROCEEDURE

PANTRY is committed to creating an environment where all volunteers are able to perform to their best ability and achieve job satisfaction. PANTRY also recognises that there will be occasions when disciplinary and/or performance problems arise. The purpose of this policy is to ensure that if such problems do arise, they are dealt with fairly and consistently. This policy sets out the action that will be taken when problems occur.

The aim of the policy is to encourage improvement in individual conduct and performance and to minimise disagreements about disciplinary matters.

2. PRINCIPLES

If a volunteer is subject to disciplinary action:

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues.
- At every stage the volunteer will be advised of the nature of the complaint and given the opportunity to state their case in a meeting before any decision is taken.
- The volunteer will be given the opportunity to be represented or accompanied at any disciplinary meeting
- In some cases an investigation will be required before any final decision is taken.
- There is a right to appeal against any disciplinary action taken against a volunteer.

3. INFORMAL DISCUSSIONS

Most disciplinary problems can be solved by informal discussions or counselling. Before taking any disciplinary action, the management committee will make every effort to resolve the matter by informal discussions, which may include mediation, additional training and or support for the volunteer.

Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

4. THE PROCEEDURE

Stage 1 – Interview with Supervisor

If an issue arises then the session supervisor will talk to the volunteer privately after the session. This meeting will be an opportunity for the volunteer to answer the issues raised.

If a volunteer has an issue with the session supervisor, then initially a meeting between the supervisor and the volunteer will take place privately after the session.

If either person is unhappy with the meeting, then either or both can request a meeting with the Chair / Vice chair of the management committee.

Stage 2 – Interview with Chair of Management Committee

If either party is not happy with their initial discussion then they can request a meeting with the Chair of the Management Committee.

If the issue is with the Chair of the Management Committee then the Vice chair will take charge.

Stage 3 – Interview with Chair of Trustees

If there is no resolution after steps 1 and 2 then there will be a meeting with the Chair of the Trustee and complainants. The Chair of the Trustee will then have the final decision.

5. GROSS MISCONDUCT

Where a volunteer is found guilty of gross misconduct, they will normally be asked to leave PANTRY. Where there is an allegation of gross misconduct, a member of the management committee will carry out an immediate investigation. The volunteer will have an opportunity to participate in that investigation and put their case and answer the allegations of gross misconduct. While the alleged gross misconduct is being investigated, the volunteer may not be used on the rota. Any decision to request the volunteer to leave will be taken only after an investigation and an interview.

If, after investigation, it is deemed that the volunteer has committed an offence of gross misconduct, the normal consequence will be the volunteer as to leave PANTRY. The volunteer will be notified of the decision as soon as possible.

The following list is a non-exhaustive list that indicates the type of actions that may constitute gross misconduct,

- theft, fraud, deliberate falsification of PANTRY documents
- violent behaviour, fighting, assault on another person
- deliberate damage to PANTRY property
- harassment
- being unfit for work through alcohol or illegal drugs
- gross negligence

- gross insubordination.

6. APPEALS

If a volunteer wishes to appeal against any disciplinary decision, they must appeal, in writing within five working days of the decision being communicated to them to the Chair of the Trustees. The Chair of the management committee will convene an Appeals Sub-committee to hear the appeal and the volunteer will be invited to a meeting with the Appeals sub-committee. The volunteer will have the right to be accompanied to the appeal meeting.

The Chair of the Trustees will not form part of the Appeal sub – committee and the decision of the Appeal sub-committee will be final.

REVIEW

This policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....