

13. Disciplinary Action, Grievance and Dismissal procedures

The Daisy Play Centre Board of Trustees is keen to ensure a happy working environment is maintained at all times. On those occasions when any form of grievance is held against either employee or employer the Board is keen to seek early resolution through the adoption of open and easy verbal communication systems. Senior coordinators will ensure that they are available to the staff teams at regular meetings and also through termly supervision to be able to discuss any grievances and to address them with the Centre Manager or refer as needed at the earliest opportunity. The Centre Manager will make him/herself available to senior staff members at regular meetings in order to discuss any grievances in an open and fair manner. Further to this the Centre Manager will ensure that s/he is available for individual members of staff to approach privately with any grievances.

It is anticipated that most grievances may be resolved at this level.

Should the grievance be of a more serious nature, or resolution not be reached through early verbal communication, the Centre adheres to the DTI 3-step process for resolving disputes, 1st Oct 2004.

The Play Centre will always hold the need to "Act reasonably" at the heart of any actions taken.

Each step and action of the procedures below will be taken without unreasonable delay.

STEP 1. Put it in Writing

If the Centre Manager is considering disciplinary action, dismissal or redundancy this must be put in writing and a copy sent to both the Chair of Trustees and the named employee. The letter should contain a written explanation of the conduct, capability or other circumstances that has led to the consideration of taking dismissal or disciplinary action.

If an employee has an unresolved or serious grievance s/he too should put this in writing and address a copy to both the Centre Manager and the Chair of Trustees. The letter should contain a written explanation of the grievance and state the basis for the complaint.

STEP 2 Meet and Discuss

The employee will be invited to a meeting to discuss the issue; both parties will take all reasonable steps to attend.

The employee has the right to be accompanied by a colleague or other suitable representative.

Minutes of the meeting will be made.

After the meeting the Play Centre Manager will inform the employee of the decision made and offer the right to appeal.

STEP 3 Appeal

An employee who wishes to appeal against the Centre Manager's decision, or failure to make one must inform both the Centre Manager and the Chair of Trustees of their intention.

The employee will be invited to a further meeting with the Chair of Trustees present to discuss the appeal.

The employee will be given the final decision after the meeting.

GROSS MISCONDUCT

In instances of gross misconduct employees may be dismissed without recourse to the above three steps however most normally the 3 step process will be adhered to by sending a written statement which sets out

- The employee's alleged misconduct which led to the dismissal
- the reasons for thinking at the time of the dismissal that the employee was guilty of the alleged misconduct; and
- The employee's right to appeal against dismissal

The three step process will then be followed as illustrated above.

EMPLOYMENT TRIBUNAL

If the employee remains discontent with the outcome of an appeal s/he may seek redress at a tribunal.

If the 3-step resolution of disputes procedure outlined above has not been adhered to by either party financial penalties will be faced.

COLLECTIVE DISMISSAL

In the case of the dismissal of 20 employees or more the processes of redundancy consultation will be followed

In cases where the conduct of the Centre Manager is implicated the 3 step process will be managed by the Board of Trustees.

Policy formulated on: Oct 04

Policy last reviewed on: Feb 11

Signed: _____