Staff Discipline Policy

1. Policy Statement

Alpha Training is committed to maintaining high standards of professional conduct and behaviour among all staff. This **Staff Discipline Policy** provides a clear framework for addressing conduct or performance issues in a fair, consistent, and transparent manner.

The policy is designed to encourage improvement, protect the rights of all staff, and uphold the values and reputation of Alpha Training as an inclusive and supportive alternative provision setting.

2. Aims of the Policy

- To set clear expectations for conduct, behaviour, and performance.
- To provide a fair and consistent process for dealing with disciplinary matters.
- To encourage staff to meet acceptable standards of behaviour and performance.
- To resolve issues promptly, with a focus on improvement where possible.

3. Scope

This policy applies to all employees of Alpha Training, regardless of position or length of service. It covers:

- Misconduct or inappropriate behaviour
- Breaches of policies, procedures, or the Code of Conduct
- Poor performance not addressed through capability procedures
- Neglect of duties or responsibilities
- Repeated lateness, absence, or failure to follow instructions

This policy does not apply to volunteers or contractors, who are subject to separate procedures if concerns arise.

4. Informal Action

Minor issues will normally be addressed informally in the first instance through:

- Coaching or mentoring
- Verbal advice or reminders
- Informal discussion with a line manager

If informal action does not lead to improvement, or if the matter is more serious, formal disciplinary procedures will be initiated.

5. Formal Disciplinary Procedure

Step 1: Investigation

- A thorough investigation will be carried out by a designated manager.
- The staff member will be informed of the nature of the concern.
- They may be interviewed and asked to provide a written statement.
- In serious cases, suspension on full pay may be considered (as a neutral act, not a disciplinary penalty).

Step 2: Disciplinary Hearing

- If there is evidence to proceed, the staff member will be invited to a formal disciplinary hearing.

- At least 5 working days' notice will be given, along with relevant documents.
- The staff member has the right to be accompanied by a colleague or trade union representative.

Step 3: Decision and Outcome
The outcome of the hearing may include:

- No further action
- Verbal or written warning
- Final written warning
- Dismissal with or without notice (depending on severity)

All decisions will be confirmed in writing within 5 working days of the hearing.

6. Right to Appeal

- Staff have the right to appeal any formal disciplinary outcome.
- Appeals must be submitted in writing within 5 working days of receiving the decision.
- The appeal will be heard by a senior leader not involved in the original decision.
- The outcome of the appeal will be final and confirmed in writing.

7. Gross Misconduct
Gross misconduct may result in **summary dismissal** (dismissal without notice) if proven. Examples include (but are not limited to):

- Theft or fraud
- Physical violence or threatening behaviour
- Serious safeguarding breaches
- Deliberate damage to property
- Gross insubordination
- Being under the influence of drugs or alcohol at work
- Serious misuse of organisational IT systems

Each case will be assessed individually and fairly before action is taken.

8. Record Keeping and Confidentiality

- Accurate records will be kept of all disciplinary proceedings.
- All information will be treated confidentially and in line with data protection laws.
- Records will be retained securely for reference if needed in the future.

9. Monitoring and Review
Disciplinary matters and outcomes are monitored by the Senior Leadership Team to ensure fairness and consistency. This policy will be reviewed annually or in response to legislative or organisational changes.

Approved by: Michelle Howdle