



DISCIPLINE POLICY

1. INTRODUCTION

Syston Town Council expects a high standard of conduct from its employees. Most employees will not find it difficult to meet the standards required. However, in the small number of cases where action is necessary, the appropriate procedure applicable to you will be issued.

This policy, based upon the Dispute Resolution Regulations 2004, and current best practice, applies to all Syston Town Council employees and any other third party working on Syston Town Council premises. Syston Town Council has a duty to ensure employers of such people are made aware of this policy and encouraged to ensure that their employees observe it when engaged in Syston Town Council contracts.

2. POLICY

- Syston Town Council is responsible for maintaining standards and discipline and for ensuring there are adequate disciplinary rules and procedures;
- It is the policy of Syston Town Council that Disciplinary action will be fair and consistent. Disciplinary action will be aimed to be corrective, rather than seeking to punish the employee;
- Employees who do not perform or conduct themselves to the accepted standards will normally be given guidance, support and the opportunity to improve their conduct before formal action is taken;
- If employees continue to fail to meet standards, despite counselling and/or training and advice, the relevant formal procedure will be used;
- In cases of alleged gross misconduct or negligence the formal disciplinary process will be activated immediately.

3. EXAMPLES OF GROSS MISCONDUCT

The following list which is not exhaustive is intended to provide examples of actions or failures which may constitute gross misconduct.

- Failure to follow safety procedures, and/or rules, thereby affecting, or potentially affecting, the safety of the employee, or others including other employees, seconded

employees, consultants, agency, temporary workers, and any other third party working on Syston Town Council premises or on behalf of Syston Town Council.

- Deliberate or negligent contravention of Syston Town Council's employment policies or procedures;
- Violent or indecent behaviour;
- Serious or persistent harassment, bullying or discrimination;
- Failure to follow rules and procedures on the handling of or accounting for Syston Town Council's cash, goods or assets;
- Breaches of either the Drugs and Illegal Substances Policy or the Alcohol Policy;
- Criminal Convictions affecting the employee's duties or status, regardless of whether the offence was committed inside or outside work;
- Gross insubordination;
- Fraud or deliberate falsification of records;
- Deliberate damage to Syston Town Council property;
- Misuse of computers, email and internet use.

4. RESPONSIBILITIES

Employees;

All employees are required to be familiar with this policy and the implications if they fail to meet the required standards of conduct.

Managers;

Managers are responsible for the implementation of this policy in a fair and consistent manner and to seek advice from the Town Manager for all individual cases.

5. MONITORING

The policy will be regularly monitored to ensure that it is working in practice, being applied equally to all employees and updated where appropriate.

Equality Impact Assessment

We need to understand whether our services are meeting everyone's needs and that everyone who needs them has access to those services. We have developed an Equality Impact Assessment process for the assessment of any new or significantly changed policies, practices, procedures, functions and services.

Undertaking Equality Impact Assessments enables us to take action to prevent direct and indirect discrimination by ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Our ultimate aim is to improve our services. By making sure we have considered the potential impacts of a policy, strategy or plan at an early stage potential barriers or problems can be avoided and actions put in place these it can be fully incorporated into any decisions and not just a 'bolt-on' at the end. Working in this way helps us to integrate and mainstream equalities into our work. Likewise, when reviewing the effectiveness and performance of our services, we can use this procedure to identify equality issues and opportunities as an integral part of our review.