

Volunteer Disciplinary Policy and Procedure

Policy

Camara Education Limited ('here on referred to as Camara') recognise that the object of disciplinary procedures is to give clear guidelines to the organisation's volunteers in the establishment of standards of conduct, and in the effective operation of the services provided by Camara.

The procedures aim is to ensure that the standards are adhered to and that those involved in the disciplinary matter are dealt with in a fair manner.

Procedure

Step 1: Verbal Warning

At the meeting an action plan including a scheduled time for improvement and date for reappraisal will be set. A record of the verbal warning will be given to the volunteer and a copy will be retained on the personnel file for 6 months unless there is repetition within the agreed review period. If there is no improvement in the situation, there will be a re-evaluation and an escalation to Step 2. This can happen before the end of the verbal warning period.

Step 2: First Written Warning

At the meeting an action plan including a scheduled time for improvement and date for reappraisal will be set. A record of the written warning will be given to the volunteer and a copy will be retained on the personnel file for 12 months unless there is repetition within the agreed review period. If there is no improvement in the situation, there will be a re-evaluation and an escalation to Step 3. This can happen before the end of the first written warning period.

Step 3: Dismissal

There are two alternative courses of action available at this step in the procedure, depending on the circumstances:

A. An employee will be procedurally dismissed if they have failed to improve during the previous steps.

B. In an instance of gross misconduct a volunteer will be dismissed without going through the previous steps of the procedure. Due to the serious nature of the situation, such as the offences outlined under Gross Misconduct, the option of dismissal warrants serious consideration, and the process is likely to result in dismissal without notice.

Appeals

At every step, the volunteer has the right to appeal in writing. In all cases of dismissal or demotion the CEO will be considered as the final arbiter. If you wish to appeal you should do so in writing within three days of the decision.

Gross Misconduct

The following offences are examples of gross misconduct:

- Unauthorised use of the organisation's assets and equipment
- Sexual harassment, harassment, bullying
- Serious breach of rules, policies or procedures, especially those designed to ensure safe operation
- Divulging or misusing confidential information
- Theft or unauthorised possession of any property or facilities of the organisation or of any employee of the organisation
- Consumption of alcohol or drugs, or intoxication by reason of drinks or drugs, which could affect work performance in any way or have an impact on other staff/volunteers
- Having illegal drugs in the possession, custody or control of the volunteer while on the organisation's premises

- Unauthorised or inappropriate use of e-mail, Internet and/or computer systems
- Falsification of any organisation records including reports, accounts, expenses claims or self-certification forms
- Serious damage to organisation property
- Violent, dangerous or intimidatory conduct
- Gambling or money lending while on the premises
- Bringing unauthorized person(s) onto organisation premises
- Conviction of any criminal offence which may render the employee unsuitable for employment
- Serious abuse of time-keeping and attendance procedures
- Failure to follow a organisation Standard Operating Procedure
- This list of examples is not exhaustive or exclusive, and offences of a similar nature will be dealt with under this procedure. Gross misconduct will result in the initiation or escalation of the organisation disciplinary procedure, and may result in immediate dismissal without notice.