



Independent News & Media (Northern Ireland)

BELFAST TELEGRAPH • SUNDAY LIFE • COMMUNITY TELEGRAPH

A division of Independent News & Media Ltd

PROCEDURE ON

"DISCIPLINE"

1. *INTRODUCTION*

It is Company policy that responsibility for maintaining discipline rests with line managers/supervisors at all levels.

This procedure is not contractual but is intended as a statement of current employer policy and commitment and is designed to establish the facts quickly and to deal consistently with disciplinary issues. The employer therefore reserves the right to amend the procedure as necessary to meet any changing requirements.

No disciplinary action will be taken until the matter has been fully investigated.

Employees shall be entitled to be accompanied at any disciplinary hearing, if requested, by a fellow worker or Trade Union Official.

2. *PROCEDURE*

Major breaches of discipline and repeated minor breaches of discipline will be dealt with under the formal procedure as follows:

- (i) A verbal warning from the immediate supervisor. This verbal warning will be recorded and copies will be given to the parties concerned.
- (ii) A written warning from the Department Manager. A record of the warning will be kept on file.
- (iii) A final written warning from the Head of Department. A record of the warning will be kept on file.
- (iv) The final written warning will clearly indicate that should there be no improvement or any further breach of discipline, then suspension or dismissal will be necessitated.

The disciplinary procedure is designed to be corrective and remedial and not solely punitive. It should be understood that the disciplinary procedure can be implemented at any stage, according to the seriousness of the offence.

3. *APPEAL*

In the event of an employee being dissatisfied with the outcome of the procedure then he/she may make an appeal to the Managing Director or person deputised by the Managing Director. Appeals must be made in writing within five working days, stating the basis and grounds of the appeal.

The decision of the Appeals Panel is final and every endeavour will be made to have the results of appeal hearings notified to employees as expeditiously as possible.

The above procedure in no way precludes the informal day to day warning procedures carried on by Supervisors and Heads of Departments, nor does it supersede summary dismissal where this is necessitated.

4. *GENERAL*

- (i) Examples of gross misconduct which may result in summary dismissal include theft, fraud, drunkenness on duty, bullying or harassment, violence or gross insubordination. This is not an exhaustive list.

If an employee is found to have committed an act of gross misconduct, this will result in dismissal without notice or payment in lieu.

- (ii) Suspension from work with or without pay may be appropriate for cases of gross misconduct to enable a full investigation of the circumstances.
- (iii) The authority to dismiss an employee rests only with departmental or more senior managers or their nominees in their absence.
- (iv) The appropriate member of Management conducting disciplinary interviews shall be entitled to be accompanied or deputised as such interviews by another member of management, if so desired.