St Andrew's
HEALTHCARE

Policy Group: HR
Version no.: 1.0
Date of issue: December 2020
Approved by: Martin Kersey – Executive Director of Human Resources

Discipline Policy

1. Policy Statement

St Andrews Healthcare requires appropriate standards of discipline and conduct from its employees, together with satisfactory standards of work.

The purpose of the Discipline Policy is to ensure any disciplinary issues are handled in a fair, consistent and timely manner, with the intention of bringing about an improvement and to protect the proper operation of the Charity's business.

This policy or associated procedures does not form part of any employees' terms and conditions of employment. It does not apply to agency workers, Workchoice or self-employed contractors, employees in their probationary period should refer to the Probationary Policy.

General Conduct
At all times while working for St Andrew's Healthcare, the charity expects all employees to conduct themselves appropriately as a representative of the charity and behave in accordance the relevant codes of conduct.

Informal Procedure
Where possible, St Andrews Healthcare aims to create an environment where problems with conduct are resolved early and informally by direct communication between a manager and employee. Formal disciplinary procedures will generally only be used when informal discussions have been undertaken and support or training has been provided and where these have failed to produce the required resolution.

Formal Procedure Discipline
The objective of the formal procedure is to enable problems of alleged misconduct to be dealt with quickly, fairly and consistently. Formal disciplinary procedures exist for cases of misconduct and gross misconduct and any action taken will be appropriate to the seriousness of the offence. The procedure involves several stages; however St Andrew's reserves the right to implement the procedure at any stage taking into account the nature of the alleged misconduct. In cases of gross misconduct there may be no formal warning prior to dismissal.

2. Links to Procedures

Grievance
Disciplinary
Probation

Equality, Diversity & Human Rights Policy
Recruitment & Selection
Information Security
Working for Other Organisations outside St Andrew's

3. Monitoring and Oversight

This policy forms part of the Human Resources policies and is owned by the Executive Director of HR.

4. Diversity and Inclusion

St Andrews Healthcare is committed to *Inclusive Healthcare*. This means providing patient outcomes and employment opportunities that embrace diversity and promote equality of opportunity, and not tolerating discrimination for any reason

Our goal is to ensure that *Inclusive Healthcare* is reinforced by our values, and is embedded in our day-to-day working practices. All of our policies and procedures are analysed in line with these principles to ensure fairness and consistency for all those who use them. If you have any questions on inclusion and diversity please email the inclusion team at DiversityAndInclusion@standrew.co.uk.

5. Training

Training in respect of this policy and associated procedures is available for mangers. Further resources, training and support are available from the manager's toolkit, HR Services and HR team.

6. How to change or get an exception to this policy

Please refer to the exception process Policy and Procedure Exception Application Link

7. Key changes

Version Number	Date	Revisions from previous issue
11.0	December 2020	This version of the discipline policy has simplified the presentation of the guidance from previous documents in order to make the process clearer and easier to reference.
		Refer to V11 for previous policy