



Millbrook Village Hall

Disciplinary and Grievance Policy

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Introduction

This policy applies to the Board of Trustees, volunteers who serve on the Management Committee, and anyone who works for the hall in any capacity.

Millbrook Village Hall Management Committee expects a high standard of conduct, integrity and loyalty from its volunteers. This is set out in the Code of Conduct and Volunteer Policies available on the website or on request.

Volunteers should expect the same from the Management Committee. A Code of Conduct agreement form is signed by all Trustees and Committee members.

Disciplinary and Grievance procedures are helpful to the proper and successful functioning of the Hall and exist to ensure that issues are addressed and all individuals are treated fairly.

Volunteers and Trustees are encouraged to discuss ordinary, day to day concerns informally. This allows them to be addressed promptly and can stop situations escalating unnecessarily.

Volunteer Disciplinary Procedure

Volunteer Disciplinary Procedure should be used to deal with situations where conduct calls the Hall into disrepute or seriously impairs its efficient running. The procedure applies to all volunteers.

Examples of misconduct which may lead to formal disciplinary action being taken are as follows:-

- Refusal to comply with reasonable requests from the other trustees
- Prolonged absence from a role where specified duties and/or attendance is required
- Incapacity to perform duties effectively due to drunkenness or unauthorised drug-taking
- Harassment of any Hall employees, volunteers or visitors
- Breach of confidentiality
- Breach of Hall regulations, policies or conditions including those relating to Health and Safety

- Serious misrepresentation or negative representation of the Hall or the Management Committee
- Unsatisfactory performance of the duties of the role

Informal Procedure

In the event of an issue arising, the Chair or Vice-Chair should arrange to have an informal discussion with the volunteer. This should result in sufficient improvement within a given timescale, so that no further action needs to be taken. This meeting will be conducted informally and a confidential note that a verbal warning was given kept on file.

Formal Procedures

If the informal discussions have not improved the volunteer's conduct or performance within the given timescale or if it emerges that there are allegations of a serious nature, the Chair or Vice-Chair should arrange a formal meeting with the volunteer.

- The volunteer should be informed of the date and time of the meeting in writing, and given every opportunity to attend
- This should include a statement setting out in writing the volunteer's alleged conduct, characteristics, or other circumstances, which have led to action being contemplated
- The volunteer should be given the opportunity to bring a friend or colleague and a reasonable opportunity (usually one week) to consider their response to the information given to them
- The meeting should be held in a quiet room which will be free of interruptions
- The meeting should be held by the Chair or Vice-Chair with at least one other person besides the volunteer present to take notes
- The volunteer should be given an opportunity to fully explain their side of the story and to respond to allegations
- If reasonable steps to attend the meeting are not taken by the volunteer, the meeting may continue in their absence

Potential Outcomes

A hearing may result in no warning at all being issued, a verbal warning (that will be confirmed in writing), a written warning, a final written warning or a dismissal.

Following the meeting the volunteer must be informed of the decision made in writing (within 48 hrs) to include, how long it will last, the action which may be taken if there is insufficient improvement, the right to appeal and details of a named person to whom they can appeal.

A copy will be filed in the volunteer records, where it will remain for the relevant duration.

Appeals Procedure

If a volunteer wishes to appeal, they must write to the Chair or Vice-Chair giving their reasons for their appeal. The Chair or Vice-Chair will be responsible for arranging a meeting with the volunteer who must take all reasonable steps to attend.

The volunteer will also have an opportunity to be accompanied to this meeting.

Following the meeting the volunteer must receive written notification of the final decision within 28 days

A confidential copy will be kept in the volunteers file by the Chair or Vice-Chair.

Volunteer Grievance Procedure

The Volunteer Grievance Procedure should be used where informal discussions are unsuccessful in resolving a situation, or circumstances make this route inappropriate.

Examples of grievances that may be raised include complaints regarding:-

- Management of the Hall
- Harassment, bullying or discrimination
- Health and safety
- Unmanageable workload

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1. A volunteer with a grievance should first write to the Chair or Vice-Chair explaining their concerns.

2. The volunteer should be invited to attend a meeting with at least 2 Committee members present to fully discuss the grievance, once both parties have had a reasonable amount of time to consider the matter in hand. The volunteer must take all reasonable steps to attend the meeting and may be accompanied to the meeting.

3. Following the meeting the volunteer must be informed in writing *within 7days* of:

- a. any decisions taken relating to their response to their grievance
- b. their right to appeal

4. Decisions taken as a result of a grievance appeal hearing are final. However, if for example a volunteer is concerned about criminal activities, a failure to meet legal obligations, financial fraud, miscarriages of justice, health and safety infringements, environmental damage or cover-ups *they may have the right to appeal*.

They should write to The Committee stating the grounds of their appeal.

Adopted on behalf of Millbrook Village Hall Management Committee

Name: Clare Watkins

Position: Chair

Signed _____

Date 13/10/18

