**UWCGB Disciplinary Policy and Procedures for Volunteers**

**Introduction**

The United World Colleges National Committee for Great Britain’s aim (otherwise known as UWCGB) is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

**Principles**

* Volunteers are expected to know the standard of conduct or work expected of them.
* Volunteers will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case.
* A volunteer is entitled to be accompanied by a work colleague at the meeting
* No volunteer will be dismissed for a first breach of discipline, except in cases of gross misconduct.
* Volunteers have the right to appeal against any disciplinary action taken.

**Part One: This Part of the Policy relates to volunteers who are not Trustees.**

**Informal discussions**

Before taking formal disciplinary action, the immediate supervisor will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

**First or formal verbal warning**

If conduct or performance is unsatisfactory, the volunteer will be given a verbal warning or performance note. Such warnings will be recorded but disregarded after three months of satisfactory service, providing there have been no subsequent disciplinary issues.

**Disciplinary meeting**

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a first formal verbal warning, a disciplinary meeting may be called and a written warning issued.

The immediate supervisor must:

* establish the known facts relevant to the issue;
* inform the volunteer of the nature of the issue, invite them to attend a meeting with the immediate supervisor, and inform them they may if they wish be accompanied by a fellow volunteer or any other supporter of their choosing;
* at the meeting, summarise the concerns and invite the volunteer to state their case from their perspective, discuss the issue and take account of any mitigating circumstances when considering action.

After a period of six months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

**Final written warning**

If the volunteer’s work or conduct fails to improve, or where the allegation is particularly serious, the immediate supervisor will follow the same procedure for a written warning. If proven, a final warning, will be given to the volunteer warning that any further misconduct will result in a dismissal with appropriate notice.

After a period of twelve months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

**Gross misconduct**

A volunteer can be summarily dismissed without notice on grounds of gross misconduct. The volunteer will be suspended while the circumstances of the alleged incident are investigated. Examples of gross misconduct include:

* Grossly indecent or immoral behaviour, abuse, deliberate acts of unlawful discrimination or serious acts of harassment :
* Dangerous behaviour, fighting or physical assault
* Incapacity at work or poor performance caused by intoxicants or drugs
* Possession, supply or use of illicit drugs
* Deliberate falsification of expense claims
* Undertaking private work on the premises without express permission
* Taking part in activities which result in adverse publicity to UWCGB, or lead to a loss of confidence in the integrity of the volunteer
* Theft of property belonging to UWCGB another volunteer, or short course participant/selections candidate
* Acts of violence towards a member of staff, paid or voluntary, or against a member of the public.
* Malicious damage to property belonging to the charity, volunteers, short course participant/selections candidate or of any venues it hires
* Deliberate falsification of income received by UWCGB
* Disclosure of confidential information relating to UWCGB
* Convictions of a criminal offence that undermine a volunteer’s suitability for employment by UWCGB
* The provision of false personal information, or failure to disclose information relevant to her/his deployment as a volunteer
* Sexual, racial, or any other form of harassment.
* Refusal to be CRB or PVG checked

Where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we inform the Department for Children, Schools and Families, other relevant agencies and follow Local Safeguarding Children’s Board guidelines. A dismissal must be confirmed in writing within ten days of the date of the disciplinary interview.

**The right to appeal**

If the volunteer wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

**Part Two: This Part of the Policy relates to volunteers who are Trustees.**

**Trustees as Frontline Volunteers**

It is not appropriate for the chair to also function as a frontline volunteer in other parts of the organisation. Other Trustees who do work as volunteers in specific parts of the organisation will be subject, for this work only, to the same supervisory and supportive arrangements as any other volunteer working in that branch of the service. Issues which give rise to informal warnings will be dealt with by the supervisor for that part of the service, as detailed above.

Where the supervisor sees a potential need for a formal warning however, the matter will be passed to the Chair who will then undertake the role of immediate supervisor for the purposes of investigation and decision as to whether a formal warning should be given.

Appeal will be to the Board, whose decision is final. No dismissal of a Trustee can be made by the Chair, but must likewise be referred to the Board for majority vote.

**Review**

This policy is reviewed regularly and updated as required.

Adopted on:…………25th May 2014 …………………

Last reviewed:…………25th May 2014 ………………