



Salaam Academy a WISE Madrassah Disciplinary Procedure

Purpose of the Procedure

Salaam Academy's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the rules laid out by the organisation are broken and provides a fair, effective and consistent method of dealing with disciplinary matters. The procedure is designed, not as a dismissal process but as a means of encouraging employees to conform to acceptable standards.

1. Principles

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

2. Informal discussions

Before taking formal disciplinary action, the Chairman will make every effort to resolve the matter by informal discussion with the employee, wherever appropriate.

3. First or formal verbal warning

If conduct or performance is unsatisfactory, the employee will be given a verbal warning or performance note. This will detail the performance problem, the improvement that is required, the timescale and any steps or help that will be offered.

Such warnings will be recorded but disregarded after 3 months of satisfactory service, providing there have been no subsequent disciplinary issues.

4. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, he or she will receive a written warning and a disciplinary meeting may be called. The warning will detail the nature of misconduct and the change in behaviour that is required. The warning will also mention that a final written warning may be considered if there is no sustained satisfactory improvement or change.

After a period of 6 months, if no further disciplinary action has been found necessary and the breach has been resolved, the warning will expire.

5. Final written warning

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning and issue a final warning. This will additionally warn that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period.

After a period of 12 months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

6. Gross misconduct

An employee can be dismissed without notice on grounds of gross misconduct.

The employee will be suspended with pay for no more than five working days while the circumstances of the alleged incident are investigated. Where gross misconduct is proven, the result will normally be summary dismissal without notice, this will be confirmed in writing.

Where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child, the organisation will follow the steps outlined in the Child Protection Policy.

7. The right to appeal

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

8. Review

This policy may be subject to change as necessary. The Trustees can review the policy and make recommendations on any future developments to this policy.