

Grievance and Disciplinary policy

Introduction

1. This policy applies:
 - to employees of HEFCW;
 - to temporary or contract staff engaged by HEFCW, including where their services are contracted via a third party.
 - irrespective of length of service or duration of contract.
 - to secondees, where it is specified in their contract.
2. All employees are expected to comply with:
 - the terms of their Contract of Employment;
 - HEFCW's Code of Conduct and Declaration of Interest policy and;
 - HEFCW's policies, procedures and financial and other regulations.

Statement of Policy

3. This policy aims to deal with disciplinary and grievance situations in the workplace with fairness and transparency. Definitions are as follows:
 - **Disciplinary** situations include misconduct and/or poor performance.
 - **Grievances** are concerns, problems or complaints that employees raise with their employers. This includes unacceptable behaviours as outlined in the Dignity at Work policy.
4. The principles of fairness and transparency are:
 - raise and deal with issues promptly and do not unreasonably delay meetings, decisions or confirmation of those decisions;
 - act consistently;
 - carry out any necessary investigations, to establish the facts of the case;
 - inform employees of the basis of the problem and give them an opportunity to put their case in response before any decisions are made;
 - allow employees to be accompanied;
 - allow an employee to appeal.
5. Where possible, the aim is to deal with disciplinary and grievance issues informally in the first instance.
6. This policy, the Disciplinary procedures and the Grievance procedures are based on the ACAS Code of Practice 1 (April 2009) Disciplinary and Grievance Procedures and The ACAS Guide to Discipline and Grievances at Work. These can be found on the ACAS website www.acas.org.uk
7. Where Grievance or Disciplinary situations occur the ACAS documentation will be used in conjunction with HEFCW's policies and procedures.
8. In both grievance and disciplinary cases the possibility of mediation should be considered.

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9. HEFCW recognises that it is a small organisation and conflicts of interest can easily arise. In either a grievance or disciplinary instance such conflicts will normally be assessed by the Chief Executive and appropriate action will be taken. This assessment or taking action could involve Council Members and the Chair of HEFCW or an external body.

Responsibilities

10. All staff are responsible for ensuring they treat each other with dignity and respect to uphold all HEFCW's policies and familiarising themselves with this policy and supporting procedures.
11. Line managers are responsible for ensuring that proper standards of conduct required by HEFCW are achieved and maintained in the working environment.
12. The HR Manager is responsible for reviewing the Grievance and Disciplinary policy and its supporting procedures every three years, or earlier if there are legislative changes. Updated documents will be submitted to Management Board for approval.

Supporting documentation

13. The Grievance and Disciplinary policy supports the following:
 - Grievance procedures
 - Disciplinary procedures
 - Dignity at Work policy and procedure
 - Performance Development and Review procedures
 - Probation procedures
14. The Grievance and Disciplinary policy is supported by:
 - ACAS Code of Practice 1 (April 2009) Disciplinary and Grievance Procedures.
 - ACAS Guide to Discipline and Grievances at Work.

Version	Date	Description
0.1	Sept 13	New policy combining Disciplinary and Grievance procedures as a result of the policy review project
0.2	Jan 14	Submitted to Management Board for approval
0.3	Jan 14	Management Board approved subject to minor amendments
0.4	March 14	Further amendments from Management Board
0.5	March 14	Equality impact assessment carried out
0.6	June 2014	Endorsed by Works Council following full staff consultation
1.0	July 2014	Approved by HR Committee

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2076 1861.