



The Bournemouth School of English

Staff Disciplinary Policy

clarifying what will happen in the event of perceived misconduct

Written by: Mark Venus, School Principal

Approved by: Emma Tuersley, Director of Studies

Applies to: All members of staff

Last updated: June 2017

To be reviewed: Annually

Staff Disciplinary Procedure

We have a three-stage disciplinary procedure that is enforced by the school's directors at all times. The directors' decisions are subject to our [Complaints & Grievance Procedure](#).

Stage One: Verbal Warning

If an employee fails to meet the standards required, a verbal warning will be given.

The warning will be given to the member of staff by one of the school's directors; the verbal warning will take place in the office and will be witnessed by the other school director. The member of staff will be clearly told how they have failed to meet the standards expected and what action is necessary to improve.

Stage Two: Verbal & Written Warning

If an employee continues to fail to meet the standards required, or commits an act of general misconduct, a verbal and written warning will be given.

The warning will be given to the member of staff by one of the school's directors; the verbal warning will take place in the office and will be witnessed by the other school director. The member of staff will be clearly told how they have failed to meet the standards expected and what action is necessary to improve.

The written warning will give details of the verbal warning as well as the guidance given for improvement. The written warning will also explain the final step in the disciplinary procedure.

Stage Three: Hearing

If an employee continues to fail to meet the standards required, or commits an act of gross misconduct, a hearing will be held. The hearing will be held by both of the school's directors.

The directors will write to the employee, detailing the alleged poor performance or misconduct. The letter will further advise the employee of a date on which a formal hearing will take place to discuss the matter in detail. The employee has the right to be accompanied by a work colleague and is further entitled to receive a copy of any documentation that will be produced in the meeting. Where possible, the time and location of the meeting should be agreed by the employee and all efforts should be made to ensure that these are acceptable, and allow time for adequate preparation.

If one of the school's directors, or the employee, is unable to attend the hearing, another reasonable date will be scheduled no later than 5 working days after the original hearing date. If the employee fails to attend two hearings, the directors will consider disciplinary action in their absence.

During the course of the meeting, one of the school's directors will explain the complaint(s) against the employee based on the evidence gathered as well as the implications of his/her actions. The employee has the right to present evidence in defence of the complaint(s), call on witnesses, or ask specific questions relating to the complaint(s).

The meeting will break for all parties to consider their position; the directors will decide on what disciplinary action is appropriate. Where the employee's poor performance or misconduct has been continuous, or in cases where an incident of misconduct has had or will have a serious negative effect on the company's business, the company may feel it is necessary to dismiss the employee even if he/she has not been the subject of any previous disciplinary action.

Please refer to our [Examples of Misconduct](#) to understand what is expected of you.

Examples of misconduct

The following are examples of general and gross misconduct that may result in formal disciplinary proceedings to be taken by the company. The lists are not exhaustive:

General Misconduct

- Frequent absenteeism.
- Poor timekeeping.
- Poor work performance.
- Unreasonable behaviour to other work colleagues.
- Harassment or victimisation.
- Breach of company security.
- Breach of health and safety rules.
- Repeated or serious failures to follow instructions.

Gross Misconduct

- Breach of contract or company policy.
- Physical violence or abuse.
- Use of alcohol or intoxicating substances on company property.
- Serious insubordination.
- Vandalism or destruction of company or employee property.
- Theft or fraud.
- Unlawful discrimination or harassment.
- Disclosure of confidential information.
- Access of pornographic or inappropriate material through the Internet or otherwise.
- Negligence that may result in serious consequences for the company.
- Falsification of company records or documents.
- Working with a competitor.