

## ***Staff Disciplinary Policy***

### **1 Introduction**

*This policy relates to the process to be adopted should London Brookes College need to discipline a member of staff for any reason. Its purpose is to provide a means, through its procedures, by which employees can be supported, wherever possible, in behaving and performing in a manner appropriate to their employment duties and responsibilities. There are separate policies/procedures which relate to staff capability, staff grievances and staff misconduct.*

### **2 Rationale**

*London Brookes College expects all employees to conduct themselves in a way consistent with the requirements of public service. This means acting in such a way as to safeguard London Brookes College's assets and reputation and which will avoid the threat of legal action against London Brookes College. London Brookes College will maintain a disciplinary policy, and the appropriate procedures appended to it, which will discourage and prevent any action by an employee which might lead to a risk to London Brookes College's assets or reputation or expose London Brookes College to the risk of legal action.*

### **3 Core Principles**

*The procedures under which London Brookes College shall deal with allegations of misconduct or gross misconduct shall incorporate relevant provision from within employment contracts. In all cases, London Brookes College will conduct any investigation and disciplinary procedures arising from an investigation in an impartial and objective manner. Any member of staff against whom an allegation is made will be kept informed of both the allegation and the conduct and progress of any investigation if it is appropriate to do so, in any case as soon as the investigation reaches the appropriate stage, and in all cases about the progress of any other action taken under the procedures appended to this policy. Any member of staff against whom proceedings are taken shall, in accordance with best practice and employment legislation, be entitled to accompaniment by a representative at any formal meeting convened in relation to this policy.*

*The procedures shall include provision for appeal against any disciplinary sanction.*

### **4 Implementation**

*Before any member of staff of London Brookes College initiates any action associated with this policy s/he shall seek the advice of the Principal.*

*There may be occasions where the police undertake a separate investigation. London Brookes College is not bound to wait for the outcome of the police investigation before following its disciplinary procedure to a conclusion. This policy shall not be used in the first instance where an issue of capability is raised or a grievance by an employee is submitted.*

### **5 Quality Assurance**

*This policy will be reviewed annually, or as otherwise directed by the Principal, London Brookes College Policy or legislative changes.*

***Checked on 2<sup>nd</sup> March by Yashpreet***