



WSRA POLICY No P13: Disciplinary Policy

1 Disciplinary Procedure

Employees and Volunteers will be expected to comply with the **WSRA's Over Arching Code of Conduct** and the required standards of behaviour and conduct at work set out in their contracts and/ or the Charity's policies. A breach of any of these requirements may give rise to the need for a formal disciplinary process. Managers (including trustees) of staff and volunteers should always attempt corrective action in private as a first step. Only if there is persistent transgression will this policy need to be followed.

When there is a dispute or strong difference of opinion that leads to accusations of harassment or bullying or unreasonable behaviour between Trustees, Advisors, staff or volunteers this normally gives rise to a grievance. In these cases the **WSRA Grievance Policy P18** must be followed in the first instance.

Note:

- There is a separate process for disciplining trustees. The Articles set out the process trustees must use and individual trustees should be guided in their actions at all times by the **Over Arching Code of Conduct** they have agreed to abide by, the policies of the charity and by the Articles of Association that they are party to upholding as directors.
- Volunteers (including Trustees and Advisors) and Staff who do any work for WSR plc, even if they are working on WSRA assets, are subject to the WSR plc disciplinary processes. However, this may also lead to WSRA taking action if the charity has been brought into disrepute.

2 Disciplinary Process

If it is deemed necessary to take formal action in relation to a disciplinary matter (e.g persistent disregard of a rule or instruction.) a Trustee will be appointed, normally by the Chair, and make arrangements to obtain the full facts surrounding the relevant issue. Once the full facts have been obtained the Trustee will provide these to the Employee or Volunteer who will be asked to consider and comment on them in a formal meeting with that Trustee. The Employee or Volunteer will be entitled to be accompanied by a fellow Employee or Volunteer of the Charity at such a meeting. Proper consideration will be given by the Trustee to any matters raised by the Employee or Volunteer and, if necessary, further investigations will be carried out following such a meeting.

Any disciplinary action will, depend upon the seriousness of the facts revealed by the investigation and the Employee's or Volunteer's comments regarding the situation.

The matter will be dealt with in one of the following ways:

case closed - no further action;

verbal advice - not recorded;

verbal warning - recorded;

formal written warning;

final written warning;

termination of employment or volunteering (whether summarily or with notice this will normally be with Trustee board approval).

When operating the disciplinary procedure the Trustee will normally take account of the following:

- The Employee's or Volunteer's employment or volunteering record with the Charity and all other relevant factors
- Written warnings will indicate the likely consequences of any further misconduct, unsatisfactory performance or unsatisfactory behaviour and in the case of unsatisfactory performance or behaviour will specify the period over which improvement is required
- save for cases of gross misconduct, the Employee or Volunteer will not be dismissed for a first act of misconduct
- where the situation appears to be particularly serious, or where further investigation or consideration is desirable, the Employee or Volunteer may be suspended from work or duties temporarily, with pay in the case of an Employee, pending the hearing of the case as set out above. Any such precautionary suspension will be reviewed as soon as possible.

The Employee or Volunteer will have the right to appeal against a recorded warning or dismissal and will be reminded of this at the relevant time. If the Employee or Volunteer wishes to appeal, notice of intention to appeal must be given in writing to the Trustees within five days of the date on which the Employee or Volunteer is notified of the decision. The appeal will be heard by the Chair or Vice Chair and another Trustee not previously involved in the matter. Any appeal hearing will be conducted along the lines set out above and the decision of the appeal will be communicated to the Employee or Volunteer in writing.

Scope and Exceptions

The above-mentioned disciplinary procedures are indicative of the way in which the Charity aims to deal with disciplinary matters, by agreement alternative processes, including the use of electronic media to facilitate meetings and electronic correspondence may be used.

There is no contractual right implied by this policy. The WSRA may replace the use of the Trustee investigator with an external consultant. Either party is free to consult other external bodies e.g ACAS and agree an alternative process, this must be done in writing.

Criminal behaviour may be reported to the police. If there is a police investigation then the disciplinary process may be paused at any point pending the outcome of the police investigation.

Policy Authors	Mike Sherwood, Edward Martin – Trustees and Peninsula HR 2025, Di Ricketts-Tanner – Trustee 2026
Date confirmed by WSRA Board	11 March 2024
Date Implemented	12 March 2024
Review Interval	1 year
Reviewed and amended	July 2025, June 2026
Date confirmed by WSRA Board	22 June 2026
Date Implemented	26 June 2026
Next Review Due	June 2027