



The Real Junk Food Project Central

Official Governance

RCG0004

Disciplinary and Grievance Policy V4

Ratified on Wednesday 21st of November 2018

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Document RCG0004



The Real Junk Food Project Central CIC

Disciplinary and Grievance Policy

1. Policy statement

- A) The Real Junk Food Project Central CIC (hereby referred to as “the Company”) expects a high standard of conduct, integrity and loyalty from its volunteers and employees. Volunteers and employees should expect the same from the Company. Disciplinary and grievance procedures enable the proper and successful functioning of the Company and exist to ensure that issues are addressed and all individuals are treated fairly. Volunteers and employees are encouraged to discuss day to day concerns informally. This allows them to be addressed promptly and can stop situations escalating unnecessarily.

2. Volunteer and Employee Disciplinary Procedure

- A) The Volunteer and Employee Disciplinary Procedure should be used to deal with situations where conduct calls the Company into disrepute or seriously impairs its efficient running. The procedure applies to all volunteers and employees, including the Board of Directors.
- B) Whilst not exhaustive, the following are examples of misconduct which may lead to formal disciplinary action being taken:
- Refusal to comply with reasonable requests from a person of designated authority, such as a Kitchen Lead, Boutique Lead or Co-director without good cause.
 - Incapacity to perform the duties of the post effectively due to drunkenness or use of illegal substances.
 - Harassment of any Company volunteer, employee, customer, partner or visitor.
 - Breach of any Company policy.
 - Serious misrepresentation or negative misrepresentation of the Company.
 - Unsatisfactory performance of the duties of the role.
- C) Informal disciplinary procedure
1. In the event of an issue arising, the Board of Directors will arrange to have an informal discussion with the volunteer or employee. Where a Site Lead believes that an issue requires their input rather than that of the Board of Directors, this shall be respected. Where this is the appropriate approach, the Site Lead shall



subsequently inform the Board of Directors of any informal discussion held with the volunteer or employee.

2. At the informal discussion the Board of Directors or Site Lead should outline the cause for concern and give the volunteer or employee an opportunity to explain their alleged misconduct. The volunteer or employee must be made aware of potential consequences should they not address the concerns outlined. They should also be informed of an appropriate timescale during which they should address the concerns.
3. This should result in sufficient improvement within the given timescale. The Board of Directors or Site Lead will assess, at the end of the given timescale, whether concerns have been addressed.
4. If concerns have not been addressed by the volunteer or employee, the Board of Directors or Site Lead will assess whether to initiate the formal disciplinary procedure.

D) Formal disciplinary procedure

1. If the informal disciplinary procedure has not resulted in satisfactory or improved conduct of the volunteer or employee within the given timescale, or it emerges that there are allegations of a serious nature, the Board of Directors should initiate the formal disciplinary procedure.
2. The Board of Directors will arrange a formal meeting with the volunteer or employee, who will receive notification, in writing, that they are being subject to the formal disciplinary procedure. The letter or email will detail:
 - The time, date and venue of a formal meeting with the Board of Directors. If the volunteer or employee is unable to attend, the meeting may be rescheduled for a date within the next 10 working days. If reasonable steps to attend the meeting are not taken by the volunteer or employee, the meeting will continue in their absence.
 - A statement setting out the alleged misconduct, characteristics or other circumstances which have led to the formal disciplinary procedure being employed.
 - That the volunteer or employee is welcome to bring a friend or colleague to the formal meeting. This invitation to accompany the volunteer or employee is not limited to formal trade union representation.
 - That the volunteer or employee has at least ten days before the formal meeting will take place, to consider their response to the alleged misconduct.
 - Whether the seriousness of the alleged misconduct merits suspension from volunteering activities during the procedure.
 - The letter or email will be accompanied by a copy of the Disciplinary and Grievance Policy.
3. The formal meeting will take place. Minutes of the meeting will be taken, or where necessary, an audio recording will be made.
4. During the meeting, the volunteer or employee will be given an opportunity to fully explain their response to the allegations.



5. The Board of Directors will inform the volunteer or employee that the outcome of their formal meeting will be provided to them within five working days. The potential outcomes of the formal meeting, all of which will be confirmed in writing, are:
 - No warning being issued.
 - A verbal warning.
 - A written warning.
 - A final warning.
 - Dismissal
6. The Board of Directors will ensure that the outcomes are upheld.

E) Gross misconduct

1. Where misconduct is so serious that the relationship between the volunteer or employee and the Company is irreparable, the Board of Directors reserves the right to dismiss the volunteer or employee without notice.
2. The Board of Directors will use their power of immediate dismissal of a volunteer or employee for gross misconduct only as a measure of last resort and where all other options have failed. This will include situations where the behavior of a volunteer or employee is judged to present a danger to others.
3. A decision to immediately dismiss a volunteer or employee for gross misconduct will not be taken lightly or without good cause. When so made, the Board of Directors will provide the volunteer or employee with a comprehensive explanation of the reasons that compel them to take this decision.
4. The Board of Directors must make a unanimous decision to immediately dismiss a volunteer or employee for gross misconduct.

F) Appeals procedure

1. If a volunteer or employee wishes to appeal against the outcome of the formal disciplinary procedure, they must write to the Board of Directors, giving their reasons for the appeal. The appeals procedure will not be used as a “rerun” of the formal disciplinary procedure but rather to assess whether the procedure was conducted correctly, fairly, and in accordance with the Disciplinary and Grievance Policy.
2. The Board of Directors will provide a response to the appeal within ten working days. This response is final and cannot be changed.

3. Volunteer and Employee Grievance Procedure

- A) The Company is committed to ensuring that volunteers and employees feel valued, included and satisfied in their role. Volunteer and employee feedback and suggestions drive the Company, and such ideas are always welcome. The Volunteer and Employee Grievance Procedure should be used where informal discussions are



unsuccessful in resolving a situation, or circumstances make this route inappropriate.

B) Examples of grievances that may be raised by volunteers or employees under the Disciplinary and Grievance Policy include:

- Concerns about supervision or management.
- Harassment, bullying or discrimination by another volunteer or employee.
- Concerns about health and safety.
- Feedback that has been ignored or ill-received. *Feedback that has been received and considered but not subsequently incorporated into practice or policy does not fall under this procedure.*
- Unmanageable workload.
- The conduct of another volunteer or employee, particularly where conduct concerns breach of Company policy.
- *This procedure concerns specific, legitimate causes for concern. General dissatisfaction does not fall under this procedure.*

C) Raising a grievance

1. A volunteer or employee with a grievance should first express their grievance in writing by letter or email to the Board of Directors. The letter or email should details their concerns, providing as much information as possible. The Board of Directors will not be held accountable for failure to consider grievances which are not expressed in writing. The Board of Directors will confirm and recognise in writing the receipt of any grievance.
2. Upon receipt of the grievance, the Board of Directors will designate an individual Co-director to be responsible for processing the grievance. Where the grievance concerns conduct of a specific individual, the Board of Directors will ensure that the designated individual is not the specific individual the grievance concerns.
3. The volunteer or employee will be invited to attend a meeting with the designated individual responsible for processing the grievance. The meeting will take place within ten days of receipt of the grievance.
4. The meeting will take place. The volunteer or employee will have an opportunity to discuss their grievance and suggested resolutions. The designated individual responsible for processing the grievance will record the suggested resolutions.
7. The designated individual responsible for processing the grievance will make their recommendations for suggested resolutions to the Board of Directors. The Board of Directors will consider seriously any suggested resolutions. In collaboration with the designated individual responsible for processing the grievance, the Board of Directors will decide whether to take any action.
8. The volunteer or employee will be informed of the outcome of the meeting within five working days. They will be informed of any actions taken as a result of their grievance, and given an appropriate timescale detailing how and when actions will take place to resolve the concern. If it is decided that no action will



take place, the volunteer or employee will be provided with an explanation of why their grievance will be taken no further.

4. Monitoring and review

- A) This policy will be issued to all employees and volunteers. Any monitoring information collected will be used to monitor the effectiveness of the Disciplinary and Grievance Policy. Information will be processed in accordance with the General Data Protection Regulations, as outlined in the Company's Privacy Statement.
- B) The Disciplinary and Grievance Policy will be reviewed six months from the date of approval. The next review of this policy shall be conducted and approved no later than **Wednesday 29th of May 2019**.

5. Approval

Version 4 of the Disciplinary and Grievance Policy was reviewed and approved by the Board of Directors on **Wednesday 21st of November 2018**.