

## **Respect Project**

### **VOLUNTEER DISCIPLINARY POLICY & PROCEDURES**

The Respect Project recognises that the object of disciplinary procedures is to give clear guidelines to the organisation's staff and volunteers in the establishment of standards of conduct, and in the effective operation of the services provided by the Respect Project. This Policy should be read alongside the Respect Project's Code of Conduct, Child Protection Policy and Health and Safety Policy as these Policies establish the behaviour expected of staff and volunteers. In addition, point 5 (below) of this Policy outlines actions that are considered serious misconduct. This list is not exhaustive.

The procedures aim to ensure that the standards are adhered to and that those involved in the disciplinary matter are dealt with in a fair manner.

#### **Procedure**

1. If someone (volunteer, staff member, an organisation or member of the public) has a complaint about a leader / volunteer they should first discuss it with the Chairperson of the organisation. If the complaint is about the Chairperson, the complaint should be discussed with the Secretary of the Committee.
2. A meeting will be held with the leader / volunteer and the complaint will be discussed. The complaint might indicate a training need for the leader / volunteer, extra support or supervision. The Chairperson will suggest this to the leader / volunteer and provide appropriate support or training, if applicable. A confidential written report and any actions agreed should be recorded, signed by the chairperson and leader / volunteer and stored in a secure place.
3. If the matter cannot be resolved in this manner, or is not resolved by the informal meeting above, then the complaint should be put in writing to the Chairperson and another meeting with the leader / volunteer held. Following this, the complaint and any expected changes in behaviour should form a written warning to the leader / volunteer. The leader / volunteer has the right to put their case to the Chairperson, including support from witnesses, and to be accompanied to any meetings by a colleague, friend or advocate.
4. If the complaint has not been resolved within four weeks, the Chairperson or Management Committee member will issue a written warning of suspension pending a decision of the Management Committee. This should be dealt with at the first Management Committee meeting after the written warning of suspension.
5. If a leader / volunteer is found to have committed serious misconduct (for example theft, an act of violence, malicious damage, deliberate falsification of documents, harassment, bullying or discrimination, child protection issue) the organisation has the right to suspend him/her immediately while the case is being investigated and inform any external agency (e.g. Police or Social Work) if appropriate. The leader / volunteer will have the right to put his/her case to the appropriate senior person, and to be accompanied by a colleague, friend or advocate. The leader /volunteer will be informed of the organisation's decision within fourteen days of suspension.

6. The leader / volunteer has the right to appeal and a panel of nominated management committee members will deal with any appeal. The leader / volunteer will make the appeal in writing. The panel will meet within one month of receiving the written appeal. The leader / volunteer may attend the appeal panel. All leaders / volunteers have the right to advice and guidance from a person of their choice who may also accompany them to the panel. The panel will make the final decision.