

Disciplinary Procedure: Information for Employees

What is the Disciplinary Procedure?

This procedure aims to make sure a reasonable standard of behaviour is maintained and to make sure that improvements are made where necessary. The procedure sets out the action that will be taken when disciplinary or house rules are broken. Although you will be working in my home, a professional relationship will be maintained between us and you will be treated fairly at all times.

Before any formal procedures are used, I will start off by trying to sort out any problems to do with your behaviour or work performance through informal discussion. The formal procedures described below will only need to be used when informal methods have proved to be ineffective or have been ignored, or where the matter is serious and requires immediate action.

Stage 1 - Oral Warning

If your behaviour or work performance is unsatisfactory and other methods have failed, you will be given a formal oral warning, which will be recorded and remain in place for 3 months.

Stage 2 - Written Warning

If the offence is serious or if there is no improvement in behaviour or work performance standards, or misconduct occurs, a written warning will be given which will include the reason for the warning and will remain in place for 3 months.

Stage 3 - Final Written Warning

If your behaviour or work performance are still unsatisfactory, a final written warning will be given, making it clear that if the offence happens again or other serious misconduct takes place then this will result in immediate dismissal. The final written warning will remain in place for 6 months.

Stage 4 - Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs, you will be dismissed.

IMPORTANT

Due to the very nature of the work, it should be noted that I reserve the right

to practice any stage of the above procedure where earlier stages are likely to be ineffective or, I feel, inappropriate in dealing with the matter.