

Disciplinary Policy and Procedure

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1 Policy Statement

- 1.1 Huntingdonshire District Council is committed to the effective management of conduct at work to ensure the efficient provision of services and the safety and well-being of employees and the general public.
- 1.2 The disciplinary procedure provides managers with a framework to address alleged breaches of expected standards of conduct as detailed in the Code of Conduct and the Disciplinary Rules. See Appendix One for the Disciplinary Rules and links to the Code of Conduct.

2 Scope

- 2.1 This policy applies to all Council employees, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Disciplinary Policy for Chief Officers.
- 2.2 For employees subject to the probation period, this policy does not apply, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the probation policy.

3 Principles

3.1 This policy is based on the concepts of 'natural justice' meaning all staff will be treated fairly and without bias.

Employees can expect:

- To be informed of the complaint against them, as soon as is practicable, and to be given an opportunity to state their case before decisions are reached;
- No disciplinary action to be taken until reasonable efforts have been taken to establish the facts;
- To be notified of their right to be accompanied and/or represented at all formal stages of the process (except when being suspended);
- This procedure to be applied fairly in all instances and for all disciplinary matters to be heard in a calm and objective manner with the outcome being both fair and equitable.

4 Responsibilities

4.1 ***Managers must***

- Ensure all employees are made aware of the expected standards of behaviour as specified in the Disciplinary Rules and Code of Conduct. To do this a manager must provide appropriate induction, supervision and training.
- Ensure all employees are made aware of any service specific rules or practices, for example sickness reporting deadlines for shift workers.
- Ensure service specific rules are reviewed regularly and any necessary changes communicated.

4.2 ***Employees must***

- Comply with the Disciplinary Rules and Code of Conduct. Any local rules that apply to their role will be explained to the employee by his/her line manager.
- Ask for clarification if unsure what standards of conduct are expected.
- Co-operate fully in any disciplinary investigation.

5 Informal disciplinary procedure

- 5.1 Cases of minor misconduct should be dealt with informally. A line manager should discuss the issue informally with the employee as it arises either in a supervision session or a separate discussion. This is part of the normal day-to-day management and does not form part of the formal disciplinary procedure.

The manager needs to set out the concerns, outline how the expected standards are not being met, and remind the employee of the standard of conduct required. The manager should explain that if a satisfactory explanation is not evident the issue is likely to be considered under the formal disciplinary procedure.

5.2 Written management instructions

To avoid any differences in interpretation the manager should consider issuing the employee with a written management instruction, this summarises what has been discussed. Management instructions do not constitute a formal written warning and are not part of the formal disciplinary procedure.

Management instructions should be set out in writing. An email is acceptable providing it clearly states that it is a written management instruction. All management instructions should state that the letter/email constitutes the informal stage of the disciplinary procedure and that failure to comply may result in formal disciplinary action.

The employee will be sent a copy of the management instruction and a copy should be kept on the employee's file. Management instructions remain valid for a period of 12 months. Copies of written management instructions or notes of informal discussions may be referred to in a subsequent disciplinary hearing, but only if they are relevant and current i.e. they have been written in the 12 months prior to an issue recurring.

6 Formal disciplinary procedure

- 6.1 This will be applied where the employee does not respond appropriately to informal action or the line manager believes that a breach of conduct may have occurred that is too serious to be dealt with informally.

The table below outlines details about conducting disciplinary meetings in line with the procedure:

Employee Group	Investigatory Meeting(s)	Disciplinary Hearings	Appeal (excluding dismissal)	Appeal against dismissal
Grade A – F	A Manager* or designated officer **	A Manager* or Senior Management Team	Senior Management Team	As outlined in the Appeals Against Dismissal Policy

Grades G-I	Member of Senior Management Team or designated officer **	Member of Corporate Management Team or designated officer**	Member of Corporate Management Team	As outlined in the Appeals Against Dismissal Policy
Grade SM	A member of Corporate Management Team or designated officer**	Member of Corporate Management Team	Appeals Panel as detailed in the Council's Constitution	Appeals Panel as detailed in the Council's Constitution
Grades AD and MD	As detailed in the Council's Constitution			

* A Manager defined in this instance is responsible for an activity and employees and reports directly to a member of Senior Management Team.

** A Designated Officer is an employee who will be requested to carry out investigations on behalf of a member of Corporate Management Team

7 Suspension

7.1 In certain situations, it will be necessary to suspend an employee from duty on full pay. A decision to suspend will be taken following appropriate consideration of the nature of the allegation and appropriate consideration of the risks involved. Suspension is not disciplinary action but a precautionary measure designed to protect the Council's interests and the employee, whilst allowing time for a thorough investigation to be undertaken. Suspension is not, and will not be, seen as an assumption of guilt or a disciplinary sanction.

7.2 An employee will be suspended from work at the earliest opportunity in cases where:

- It appears there may have been a serious breach of conduct that could amount to gross misconduct or gross incompetence OR
- It is considered to be in the best interests of the Council and/or the employee for him/her not to be at work during an investigation;

7.3 An employee does not have the right to prior notice that he/she is to be suspended, to be represented/accompanied when being suspended or appeal against the decision to suspend.

7.4 The decision to suspend should be taken and carried out as follows:

Employee Group	Responsible for Suspension
Grades A – F	Manager* or designated officer**
Grades G – I	Member of Senior Management Team or

	designated officer**
Senior Management Team and Statutory Officers	Senior Officers Panel***

*** Senior Officers Panel is a member body as defined in the Constitution

With the exception of members of Senior Management Team and Statutory Officers, or in situations where the level of management is not available, suspension may be carried out by the most senior manager on duty at the site when the allegation is reported/comes to light, or by a member of the relevant service management team.

- 7.5 A suspension will only be carried out after careful consideration. Every effort will be made to conduct an investigation as soon as possible and minimise the length of the suspension. The details of the suspension will be confirmed in writing within three working days of the suspension meeting. Further information on suspensions is available in the toolkit.
- 7.6 If the matter is subject to a police investigation, the Council reserves the right to continue with the disciplinary process and not await the outcome of the police investigation.

8 Investigation

The investigation will involve carrying out fact finding meetings with the employee concerned and other persons as felt appropriate. The purpose of these meetings is to establish facts, gather information to help substantiate those facts and ultimately to determine whether there are sufficient grounds to hold a disciplinary hearing.

8.1 Investigation process

- 8.1.1 The investigation should be carried out by the employee's line manager or another Manager or Designated Officer (as outlined in section 6.1). Written records of the investigation will be kept for later reference.
- 8.1.2 The employee will be given at least 24 hours verbal notice of any investigatory interview, will be informed of the allegations against him/her, and will have the right to be accompanied by a Staff Council or Union representative or work colleague. The investigatory interview is not a disciplinary hearing. In certain cases, there may have to be more than one interview, e.g. to follow up on evidence obtained from other witnesses or to clarify certain points.
- 8.1.3 Employees are required to attend investigatory interviews and to co-operate with the fact finding process.
- 8.1.4 The investigating manager may be assisted by an HR Adviser in an investigation. In certain cases more than one person may need to assist the investigating manager e.g. financial, legal, IT cases where specialist knowledge is required.

- 8.1.5 All parties will ensure that confidentiality is maintained at all times, and that the name of the employee involved will remain anonymous wherever possible. Any breaches of confidentiality may lead to disciplinary action.
- 8.1.6 Witnesses may be employees or non-employees. In exceptional circumstances, with the prior agreement of the investigation manager, a witness may be accompanied by a Staff Council, Union representative or work colleague who will provide moral support only. An employee is responsible for arranging his/her own witnesses and meeting any associated costs.
- 8.2 Outcome of investigation**
- 8.2.1 The investigating manager may conclude, after consultation with an HR Adviser, that there are:
- No grounds for believing that a breach of conduct has occurred, therefore the disciplinary procedure will be concluded; OR
 - Grounds for believing that a breach of conduct has occurred but that it is of a minor or less serious nature than originally believed, in which case the formal disciplinary process will end and the matter dealt with by informal action, i.e. day to day management and/or by issuing a written management instruction; OR
 - Grounds for believing that a breach of conduct has occurred and that formal disciplinary action may be necessary, therefore a disciplinary hearing should be arranged.
- 8.2.2 Guidance on how to undertake an investigation is available in the toolkit.

9 Right to be accompanied

- 9.1 The employee has the right to be accompanied and/or represented at any stage of the formal disciplinary procedure, except when being suspended. Employees may be accompanied by a Staff Council representative, a trade union representative, or a work colleague of their choosing. The employee must decide whether their companion will act as a representative or if he/she will act as a companion.
- 9.2 A representative is allowed to address the hearing to make the employee's case, sum up that case and respond on the employee's behalf. He/she can also confer with the employee during the hearing. However a representative is not permitted to answer questions on behalf of the employee and must not prevent the employer from explaining their case or prevent any party making their contribution
- 9.3 The choice of companion should be reasonable given the circumstances of the case - it would not be reasonable to be accompanied by a colleague whose presence would prejudice the hearing or who might have a conflict of interest and this will not be

permitted. It is the responsibility of the employee to arrange his/her companion and to meet any associated costs.

- 9.4 At least three working days before the hearing, the employee should inform the HR Adviser of who he/she has chosen as a representative/companion.

10 Prior to the disciplinary hearing

- 10.1 The employee will be given a minimum of five working days written notice of the hearing. This may be varied by mutual agreement, but must not be less than five working days.
- 10.1.1 Details of any evidence to be relied upon/witnesses to be called will be sent to the employee.
- 10.1.2 The employee has the right to refer to written information and call witnesses at the hearing, details must be submitted by the employee at least three working days before the hearing.
- 10.2 The investigating manager or the employee may request a meeting with the other party in advance of the hearing to establish which facts can be agreed and which evidence, if any, can be presented as uncontested to the hearing chair. The purpose of agreeing evidence is to allow the hearing to concentrate on the key issues under dispute. Both parties may agree that certain witnesses are not required to attend the hearing e.g. if their evidence is uncontested. The investigating manager may be accompanied by an HR Adviser. The employee has the right to be accompanied by a Staff Council or Union representative or work colleague.

11 Disciplinary hearing

- 11.1 Process: The disciplinary hearing will be conducted by an authorised manager who has not played any part in the investigation. The chair will be advised by an HR Adviser.
- 11.2 Witnesses: Witnesses may be employees or non-employees. In exceptional circumstances, with the prior agreement of the chair, a witness may be accompanied by an independent person of his/her choice who will provide moral support only. An employee is responsible for arranging his/her own witnesses and meeting any associated costs
- 11.3 New evidence: If new evidence (written information and/or witnesses) is introduced at the disciplinary hearing the reasons why the details were not submitted in advance of the hearing must be explained. If new evidence is presented, the chair conducting the hearing will take a view on whether to allow it and an adjournment may be necessary to allow time for consideration and/or further investigation.
- 11.4 Employees are expected to attend a disciplinary hearing. If the employee is unable to attend the disciplinary hearing, he/she must inform the relevant investigating manager.

- 11.4.1 Where an employee has unavoidably been unable to attend the disciplinary hearing the employee will be given reasonable notice of a second hearing date. Hearings will also be rearranged in situations where the reason for the failure to attend was unforeseeable e.g. sudden illness.
- 11.4.2 If the employee is unable to attend the reconvened hearing it will normally proceed in his/her absence but with his/her representative being given the opportunity to present the employee's case on his/her behalf. In such cases it will also be possible for the chair to accept for consideration a written statement from the employee or his/her representative.
- 11.4.3 The only time when the above process will not apply is where an employee confirms to the investigating manager that he/she has no intention of attending any disciplinary hearing. In this situation, the hearing will usually proceed in the employee's absence.
- 11.4.4 If the employee's representative/companion cannot attend on a proposed date a further date, no more than five working days after the date originally proposed will be suggested. This five working day time limit may be extended by mutual agreement. A hearing will usually only be rescheduled once.

12 Decision

- 12.1 The chair of the hearing will consider all of the evidence presented and then decide if there has been:
- No breach of conduct and that the disciplinary procedure should be concluded; OR
 - A breach of conduct, but it is not serious enough to warrant formal disciplinary action and/or mitigating circumstances have been taken into account and it can be dealt with appropriately by informal action, e.g. by day to day management and/or by issuing written management instructions; OR
 - A breach of conduct which is sufficiently serious to warrant formal disciplinary action.
- 12.2 The decision of the Chair conducting the hearing will normally be given to the employee verbally at the end of the hearing – he/she will confirm the outcome of the disciplinary hearing in writing within five working days of the hearing.

13 Disciplinary action

- 13.1 There are three levels of disciplinary action. The level of disciplinary action issued will depend on the seriousness of the misconduct and whether the employee is subject to a current warning for misconduct.

13.2 **First written warning**

Issued where there has been a repeated minor misconduct OR a breach of conduct of a more serious nature, which does not justify a final written warning or dismissal.

13.3 **Final written warning / First and final written warning**

Issued where:

- There is a further breach of conduct whilst a first written warning is still current; OR
- A breach of conduct is found to be of such a serious nature that it cannot be tolerated a second time, but is not serious enough to be categorised as gross misconduct (this will be termed a 'first and final' warning); OR
- An act of gross misconduct is found, but exceptional mitigating circumstances are taken into account (also termed a 'first and final' warning).

13.4 **Dismissal**

An employee may be dismissed:

- With notice if he/she is subject to a final or first and final written warning and a further act of misconduct is found (contractual notice may be paid in lieu); OR
- Without notice (summarily) if gross misconduct is found and there are no mitigating circumstances to justify a lesser penalty.

13.4.1 Where an employee has been dismissed from a post working with children or vulnerable adults, the dismissal letter will also confirm whether HR will convey the details of the employee's dismissal to the appropriate authorities, e.g. for possible inclusion on the Children's or Adults Barred Lists as appropriate, or other statutory bodies such as Health and Care Professions Council. Information will only be conveyed if it relates to safeguarding issues.

13.5 **Other action**

HDC reserve the right to take other action in conjunction with formal disciplinary action, e.g. to transfer the employee to another post. This must be in consultation with the HR Adviser to ensure that any action taken is reasonable and will be reflected in the disciplinary outcome letter.

14 Time limits for warnings

14.1 Written Management Instructions do not constitute a formal written warning and are not part of the formal disciplinary procedure. They are relevant and current for a period of 12 months.

- 14.1.1 Copies of written management instructions or notes of informal discussions may be referred to in a subsequent disciplinary hearing, but only if they are relevant and current i.e. they have been written in the 12 months prior to an issue recurring.
- 14.2 Formal warnings (first, 'first and final' and final written warnings) remain current for 12 months. Any disciplinary action taken should be disregarded after the specified period of satisfactory conduct or performance.
- 14.2.1 There may be occasions where an employee's conduct is satisfactory throughout the period the warning is in force, only to lapse very soon thereafter. Where a pattern emerges and/or there is evidence of abuse, the employee's disciplinary record should be borne in mind.
- 14.3 If an employee is absent from work for an extended period the time limit for warnings will be extended by the period of absence.

15 Appeals

- 15.1 All employees who have received a formal disciplinary warning have a right of appeal to the relevant person as detailed in the outcome letter. This appeal must be made in writing within five working days after receiving the written outcome of the disciplinary hearing.
- 15.2 The appeal must state the grounds for appeal i.e. the basis on which they say the result of the disciplinary was wrong or that the sanction as a result was inappropriate.
- 15.3 As far as is reasonably practicable, an appeal meeting will be held by the next level of management not involved in the original hearing, within 10 working days or a mutually agreed date following the receipt of the appeal in writing.
- 15.4 At the appeal hearing the grounds of appeal will be discussed and the manager hearing the appeal will make a decision based on all representations, together with any subsequent facts that have come to light.
- 15.5 The person dealing with the appeal has the authority to:
- Uphold the appeal, i.e. to find the case not proven;
 - Issue a lesser level of disciplinary action; or
 - Dismiss the appeal, i.e. the original disciplinary warning remains in force.
- 15.6 Employees who have been dismissed will have a right of appeal in line with the Appeals against Dismissal Policy.

16 Special circumstances

- 16.1 Some disciplinary issues need to be treated in a particular way, for example:

- AWOL (Absent without leave)
- Internet/IT cases
- Child protection cases
- Allegations relating to vulnerable adults
- Cases involving a partner organisation
- Where several employees are involved
- Multiple contracts
- Offences outside of work

Further guidance can be found in the Managers' Disciplinary Toolkit. In all these cases advice should be sought from the HR Advisory Team.

17 Consideration of expired disciplinary warnings

- 17.1 All written warnings expire after 12 months; with the exception of employees who are on long term absence for the period of the warning (see section 14.3). If a further breach of conduct occurs while a disciplinary warning is still current the disciplinary procedure will be escalated to the next stage.

18 Links to other procedures

- 18.1 Work performance: It is sometimes difficult to distinguish between misconduct and work performance issues. Cases of misconduct are dealt with under the disciplinary procedure, and cases of genuine lack of capability should be dealt with under the Managing Employee Performance Policy. If it is not clear whether an issue is one of conduct or capability, the investigation process should establish this. Managers may also wish to discuss this with your HR Adviser.
- 18.2 Ill health: The disciplinary procedure and sickness absence policies can run in parallel i.e. one does not take precedence over the other. Advice should be sought from the HR Advisory Team in these situations.
- 18.3 Grievance: If an employee raises a grievance during the disciplinary process, HR advice should be sought to determine whether the disciplinary process should be temporarily suspended in order to deal with the grievance. However, in the majority of situations, the grievance will not postpone any disciplinary action and therefore it may be appropriate to deal with both issues concurrently.

19 Records

- 19.1 The HR Advisory Team will maintain on an employee's personal file brief details of any disciplinary investigation and the letter confirming any formal disciplinary action. They will also keep on file a record of any management instructions issued.

It is not permitted for any party to make audio recordings of disciplinary investigation meetings or the disciplinary hearing.

20 Advice and Support

- 20.1 The Disciplinary Toolkit will support managers to proactively manage conduct issues. Additional advice for managers is available from the HR Advisory team.
- 20.2 The Council employs a confidential First Contact Listening service, a small team of employee volunteers who have received training in basic listening skills. Whilst they are not trained counsellors, they are able to listen to employees who may feel they need to talk through either a work related or personal problem. They are knowledgeable about HDC policies but cannot advise on the application of a policy in a particular case. First Contacts can be contacted on 07795 542093.
- 20.2.1 There is also a confidential counselling and support service to ensure the welfare and performance of an employee is dealt with in a supportive and positive manner. In addition the Council also provides an Employee Wellbeing scheme. This service is available to support employees in dealing with difficult situations at work and to give them an opportunity to talk to a qualified professional in confidence who can help to give advice on how to deal with difficult behaviours at work with either colleagues or clients. If you need further information on the Counselling service or the Employee Wellbeing Scheme please contact the HR Advisory team. The details of your referral will remain confidential to the HR team.
- 20.3 It may be appropriate for certain matters to be dealt with by way of mediation, depending of the nature of the disciplinary. This involves the appointment of a third-party mediator arranged by the HR Advisory team, after the investigating manager has discussed the disciplinary matter with all those involved and sought to facilitate an outcome. Mediation will only be used if all parties involved in the disciplinary agree.
- 20.4 Should any aspect of the disciplinary process cause difficulty because of a disability, language barriers or other difficulties, the Council will aim to support with the necessary help or assistance. Please contact the HR Advisory Team if additional support is required.

Appendix One

Disciplinary Rules

1.0 Summary

- 1.1 The Council has Key Values and Behaviours in which all employees should adhere to. In circumstances where these are breached disciplinary action will be taken. The following rules are set out to guide employees on the areas deemed as misconduct or gross misconduct.
- 1.2 The lists of behaviour that may be seen as misconduct or gross misconduct set out below are neither exclusive nor exhaustive, there may be other matters of a similar nature which will constitute either misconduct or gross misconduct. There may be occasions where matters listed as misconduct may be regarded as gross misconduct depending upon the nature and seniority of the post or the frequency, impact or severity of the breach.

2.0 Misconduct

- 2.1 Misconduct is of a degree less serious than that warranting dismissal on the first occasion or without previous warning but that will nevertheless lead to dismissal if persistent. Some serious acts of misconduct might justify omitting the first stage (verbal warning) moving directly to issuing a written/final warning in the first instance if there is not a satisfactory explanation. Only when the disciplinary procedure has been exhausted will misconduct lead to dismissal unless there are mitigating circumstances.
- 2.2 Matters that the Council views as amounting to misconduct include (but are not limited to):
- 2.2.1 Absenteesim and Lateness:
- Failure to remain at work during working hours without permission or sufficient cause for absence.
 - Frequent failure to attend work punctually (or in accordance with the flexitime scheme, where appropriate).
 - Failure to notify your Line Manager immediately or as soon as reasonably practicable, when absent due to sickness.
 - Failure to provide medical certificates for absence longer than seven days or when requested by management.
 - Failure to comply with the rules of the Sickness Absence Policy.
- 2.2.2 Neglect of duty:
- Failure to wear protective clothing, use protective equipment or adopt safe working practices where required to by the law or management.
 - Negligent use of Council property in such a way as is likely to cause serious damage, loss or harm.

- Failure to discharge, without sufficient cause, the obligations which the statute of the contract of employment places on the employee.
 - Insubordination.
 - Failure to follow the Council's agreed policies and procedures (e.g. accounting instructions).
 - Failure to work to acceptable standards of conduct or performance.
 - Neglect of health i.e. when an employee, without sufficient cause, neglects to carry out any instructions of a medical officer appointed by the Council or, while absent from duty on account of sickness commits any act or adopts any conduct calculated to delay a return to duty.
- 2.2.3 Making unauthorised use of the Council's communication network and electronic systems.
- 2.2.4 Smoking in a smoke free premises or vehicle (as defined by legislation).
- 2.2.5 Failure to report any loss or damage to any property issued to or used by the employee or to notify the appropriate officer of accidents occurring while driving a Council maintained vehicle.
- 2.2.6 Abusive behaviour and/or offensive language which arises directly out of or in connection with work and which is directed at Councillors, Senior Officers, colleagues or members of the public.
- 2.2.7 Victimisation of other employees in the course of employment.
- 2.2.8 Undertaking additional employment outside normal working hours which would be in conflict with the functions of the Council or detrimental to the work to be performed as an employee of the Council.
- 2.2.9 Knowingly aiding and abetting an act of misconduct.

3.0 Gross Misconduct

- 3.1 Rules under the heading Gross Misconduct are matters that will be viewed very seriously by the Council and, if the allegation(s) are found on the balance of probability proven, may lead to dismissal.
- 3.2 Gross misconduct is the commission of an act of such a serious and fundamental nature which renders it inadvisable for an employee to be allowed to remain at work. If an employee is suspected of committing an act of gross misconduct, suspension from work on full pay pending investigation will be considered.
- 3.3 If after full investigation it is decided that an employee has committed an act of gross misconduct or if the act is admitted by an employee, the Council will be entitled to terminate their contract of employment without notice or pay in lieu of notice unless there are mitigating circumstances.

3.4 Matters that the Council views as amounting to gross misconduct include (but are not limited to):

3.4.1 Dishonesty associated with the place of work or job being undertaken:

- Theft of Council, Council Contractor, client or employee property or deliberate damage to such property.
- Deliberate falsification of timesheets, expense claims or other records for financial gain or to gain advantage to others.
- Demanding or accepting monies or other consideration as a bribe for the use of Council property, provision of Council services, placing of Council orders/contracts or the showing of favour on behalf of the Council.
- Acceptance of any valuable gift or reward, other than the proper remuneration for the performance of official duties unless specifically approved by the Chief Officer or his authorised representative, or regarded by him as appropriate in the circumstances.
- Falsification of qualifications which are a stated requirement of employment or which results in financial gain.
- Misuse of the Council's property or the Council's name or bringing the name into serious disrepute.

3.4.2 Deliberate refusal to carry out reasonable, lawful and safe instructions or the normal agreed duties of an employee's job.

3.4.3 Gross negligence in failing to attend to, or carry out, the normal duties of the job.

3.4.4 Serious breach of the Council's rules:

- Wilful serious infringements of safety rules or other wilfully negligent actions which seriously place the health and safety of the employee, other employees or other persons / public in danger.
- Driving a Council vehicle whilst on Council business in a reckless manner leading to otherwise avoidable serious injury or death of other persons.
- Breaches of the Council's IT, E-Mail and Internet policies and procedures.
- Breaches of the Code of Procurement and Financial Management rules.
- Breaches of the Drug and Alcohol Policy.

3.4.5 Being unfit to perform duties satisfactorily as a result of taking drugs not in accordance with medical advice or being under the influence of alcohol:

- Employees while in charge of machinery, vehicles etc.
- Possession, custody or control of illegal drugs on the Council's premises.

3.4.6 Wilful unauthorised disclosure or misuse of information classified as strictly confidential which could be harmful to the Council, its clients or employees or by employees who in

the course of duty have access to information e.g. personal information on employees/failure to safeguard confidential information.

3.4.7 Acts of violence whether verbal, physical or vandalism in the course of employment causing:

- Malicious damage to Council, Council contractor, client or employee property.
- Use of physical force against Council members, employees or members of the public other than in self-defence.
- Abusive or threatening behaviour or use of offensive language directed at another employee, Council Member or a member of the public.

3.4.8 Sexual misconduct at work whether criminal or not.

3.4.9 Off duty misconduct – the conviction for, or admission of offences that will have a direct bearing on the employee’s ability to carry out their duties.

3.4.10 Knowingly aiding and abetting an act of gross misconduct.

3.4.11 Unlawful discrimination against other employees or members of the public in the course of employment on the grounds of sex, sexual orientation, race, age, disability, religion or belief, including any behaviour that may be classed as bullying and harassment, against any person whilst at work.

3.4.12 The displaying, circulation or copying of material deemed to be offensive, either electronically or otherwise.

3.4.13 Persistent unauthorised absence from work, including frequent lateness without acceptable explanation or persistent failure to comply with the Council’s Attendance Policy.

3.4.14 Serious insubordination

Code of Conduct

The code of conduct is available from the following link:

<http://teams/corporate-team/Conduct/Code%20of%20Conduct/Code%20of%20Conduct%20PDF.pdf>

Name of Policy	Disciplinary Policy and Procedure
Person/posts responsible	Lead HR Manager
Date approved/adopted	
Approved by	