

Grievance and Disciplinary Policy for Voluntary and Paid Staff

General

It is every staff member's right to have the opportunity to raise grievance, just as it is the right of Lite-Waves Therapeutic Education to carry out disciplinary procedures if work is unsatisfactory. The responsibility for the maintenance of discipline amongst the voluntary and paid staff member rests with senior management. The line manager is normally the first point of contact for voluntary and paid staff with a grievance.

Grievance Procedure

Grievances should be settled fairly as near as possible to their point of origin. If they cannot be dealt with by discussion between the member of staff and the line manager then a written statement should be made by the staff member and sent to the Co-ordinator or Management Board as appropriate. When voluntary or a paid staff member has a grievance against the line manager, this should be made known to the Director and/or management board.

Disciplinary Procedure

This takes into account the seriousness of any problem, but in general, Lite-Waves Therapeutic Education will operate by means of a verbal warning, then a first written warning, then a second (and final) written warning, and then the member of staff will be informed in writing that Lite-Waves Therapeutic Education is no longer able to use his/her services, giving the reasons. This decision will involve the Management Board. The right of appeal against any decision will be to the person immediately above the manager who gave the warning, with the Management Board and Chief Executive being the ultimate court of appeal for dismissals.

Lite-Waves Therapeutic Education is committed to the view that disciplinary procedures are for correcting problems and should be viewed positively as a means of improving behaviour and performance.