



## Grange-over-Sands Town Council

### Disciplinary Rules

May 2022

#### 1. About this Policy

- 1.1. These Disciplinary Rules should be read in conjunction with our Disciplinary Procedure. The aim of the Disciplinary Rules and Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with staff to maintain those standards and encourage improvement where necessary.
- 1.2. It is our policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Procedure.
- 1.3. If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to your line manager.
- 1.4. We may amend our Disciplinary Rules at any time.

#### 2. Rules of conduct

- 2.1. While working for us you should at all times maintain professional and responsible standards of conduct. In particular you should:
  - (a) observe the terms and conditions of your contract, particularly with regard to:
    - (i) hours of work and timekeeping.
    - (ii) confidentiality.
    - (iii) sickness absence.
  - (b) observe all our policies, procedures and regulations which are included in this Staff Handbook or notified to you from time to time by means of notice boards, e-mail or otherwise.
  - (d) take reasonable care in respect of the health and safety of colleagues and third parties and comply with our Health and Safety Policy.
  - (e) comply with all reasonable instructions given by managers; and
  - (f) act at all times in good faith and in the best interests of our business, customers and staff.
  - (g) not misuse our resources and facilities, including telephones, email and internet.

2.2 Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Procedure.

### **3. Misconduct**

3.1 The following are examples of matters that will normally be regarded as misconduct and will be dealt with under our Disciplinary Procedure:

- a. Minor breaches of our policies and procedures including minor breaches of health and safety rules.
- b. Minor breaches of your contract.
- c. Damage to, or unauthorised use of, our property.
- d. Poor timekeeping.
- e. Time wasting.
- f. Unauthorised and/or undisclosed recording of any meeting, including disciplinary, sickness absence, capability and/or grievance meetings.
- g. Unauthorised absence from work.
- h. Excessive use of our telephones for personal calls.
- i. Excessive personal e-mail or internet usage.
- j. Negligence in the performance of your duties.
- k. Minor examples of inappropriate behaviour.
- l. Unreasonable refusal to follow reasonable instructions.

This list is intended as a guide and is not exhaustive.

### **4. Gross misconduct**

4.1 Gross misconduct is a serious breach of contract and includes misconduct which, in our opinion, is likely to prejudice the organisation or reputation or irreparably damage the working relationship and trust between us. Gross misconduct will be dealt with under our Disciplinary Procedure and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

4.2 The following are examples of matters that are normally regarded as gross misconduct:

- a. theft.
- b. unauthorised removal of our property or the property of a colleague, contractor, customer or member of the public.
- c. fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets.
- d. where applicable, clocking another employee's clocking-card or allowing another employee to clock your clocking-card or the clocking-card of any other employee. You should only ever clock your own card.

- e. actual or threatened physical violence or bullying or behaviour which provokes violence.
- f. deliberate and/or serious damage to our buildings, fittings, stock, property or equipment, or the property of a colleague, contractor, customer or member of the public.
- g. serious misuse of the organisation's property or name.
- h. deliberately accessing internet sites containing pornographic, offensive or obscene material.
- i. repeated or serious failure to obey instructions, or any other serious act of insubordination.
- j. unlawful discrimination or harassment.
- k. bringing the organisation into serious disrepute.
- l. being under the influence of or in any way impaired by alcohol or illegal drugs at work or failing an alcohol/drugs test.
- m. refusal to submit to a drugs or alcohol test.
- n. causing loss, damage or injury through serious negligence.
- o. serious or repeated breach of health and safety rules or our policies or procedures (including this Handbook).
- p. unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure.
- q. conviction for a criminal offence that in our opinion may affect our reputation or our relationships with our staff, customers or the public, or otherwise affects your suitability to continue to work for us.
- r. possession, use, supply or attempted supply of illegal drugs.
- s. serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures.
- t. unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy.
- u. making untrue allegations in bad faith against a colleague.
- v. serious and/or repeated breaches of our policies and procedures.
- w. driving a vehicle in an unsafe manner or otherwise than in accordance with the law whilst on Council business.

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