**Disciplinary Procedure for Volunteers**

NB. Organisations need to consider how stringent to make their Disciplinary Policy. This will depend on the type of organisation you are and how formal your volunteer involvement is. Remember this should not be the same as your staff policy.

**Introduction**

This document outlines the process for disciplinary measures and dismissal procedures with regards to volunteers. It aims to provide a clear and fair structure for this process which is easy to follow and understandable to both management and volunteers.

This policy includes an appeals mechanism to ensure a ‘right of reply’ to a volunteer who has been disciplined. This is further complemented by **[ORGANISATION’S NAME]** Grievance Procedure for Volunteers, which may be used in a situation where a volunteer feels they have not been fairly heard or that the Disciplinary Procedure for Volunteers has not been adequately followed.

The purpose of this document is to ensure that any issues arising from a volunteer’s conduct or performance are handled in a fair and consistent manner. A volunteer may be suspended while a disciplinary offence is investigated.

Conduct and performance that will be addressed through this procedure:

Unsatisfactory performance including failure to follow requests or instructions

Inappropriate behaviour including bullying, harassment, discrimination or victimisation;

Breaches of **[ORGANISATION’S NAME]** policies and procedures;

Misuse or neglect of **[ORGANISATION’S NAME]** property or facilities

Disciplinary matters will be handled with confidentiality and records will be kept in the volunteer’s file. Copies of meeting notes will be provided to the volunteer, although **[ORGANISATION’S NAME]** reserves the right to withhold certain information (e.g. to protect a witness).

**Informal Meeting**

General issues of poor performance will be handled informally in the first instance, through discussion during supervision meetings. Where possible, steps will be taken to help the volunteer improve; this may include training or buddying. Informal meetings are recorded in the volunteer’s file under supervision.

Where an informal approach fails to bring about the desired improvement, or where the offence is more serious, the formal disciplinary procedure will be followed.

**Formal procedure**

A formal verbal warning will set out the performance or conduct issue and the improvement that is required. The volunteer will be advised that this constitutes the first stage of the formal procedure and a record of the warning will be made.

If the volunteer’s conduct or performance does not satisfactorily improve they will be given a written warning. This will set out the nature of the misconduct and the standard of conduct or performance expected and a record of the warning will be made.

If there is still a failure to improve, or where the conduct or performance is sufficiently serious, the final step in the procedure will be termination of the volunteering placement.

The volunteer will be provided with written reasons for the termination, the date on which the volunteering will terminate, as well of their right of appeal.

**Gross Misconduct**

In the event that a volunteer commits an act of gross misconduct, **[ORGANISATION’S NAME]** will terminate the volunteer’s placement without notice.

In cases of gross misconduct volunteers will be prevented from volunteering on any **[ORGANISATION’S NAME]** projects in the future.

The following list gives examples of offences that will be regarded as gross misconduct:

Theft, fraud, dishonesty and/or deliberate falsification of records

Aggressive, abusive or any form of violent behaviour, verbal or physical

Bullying, discrimination, harassment or victimisation of any person involved with **[ORGANISATION’S NAME]** this includes volunteers, staff, service users, Trustees, and visitors

Deliberate damage to, and/or misuse of **[ORGANISATION’S NAME]**’s property

Use of internet and/or email to access or distribute material of an inappropriate nature

Possession or use of illegal drugs on **[ORGANISATION’S NAME]**’s premises or when volunteering on behalf of **[ORGANISATION’S NAME]**

Serious breach of the **[ORGANISATION’S NAME]** policies and procedures

Serious negligence which causes loss, damage or injury

Any act that is likely to bring **[ORGANISATION’S NAME]** into disrepute

**Appeal**

Volunteers have the right to appeal against any formal disciplinary action. Appeals should be made in writing to the CEO/Director within 21 days.

The CEO/Director will consider the facts and will make a final decision within 28 days.

Decisions made by the CEO/Director will be final.

Date adopted: Date for review: