



STAFF DISCIPLINARY POLICY

REFERENCE: PL/HR/2017/004

Lead Officer	Principal and Chief Executive
Review Officer	HR Manager
Date first approved by BoM	9 March 2009
First Review Date	20 December 2012
Date review approved by BoM	1 June 2017
Next Review Date	June 2020
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	09.03.09	Amendments approved by BoM HR Committee
HR Manager	01.06.17	Review approved by BoM HR Committee

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1. Policy Statement

The College aims to resolve any issues before reaching a formal stage and where appropriate deal with issues as quickly as possible. In doing so the disciplinary policy and procedures are to help the College promote orderly employment relations as well as ensuring fairness and consistency in the treatment of staff.

The purpose of the disciplinary policy is to:

- provide a framework within which disciplinary issues can be resolved in a way which is designed to promote fairness in relation to the treatment of all staff;
- ensure that disciplinary issues are resolved as quickly as possible;
- inform staff of the behaviours that are expected from them during the course of their employment.
- meet the college statutory responsibilities in line with legislation.

The detailed procedure sets out the stages which must be followed – Procedure Reference: PR/HR/2017/002

2. Legislative framework/related policies

- 2.1. Data Protection Act 1998.
- 2.2. Public Interest Disclosure Act 1998.
- 2.3. Employment Act 2002 (Dispute Resolution) Regulations.
- 2.4. Employment Relations Act 2004.
- 2.5. Health & Safety at Work 1974.
- 2.6. Disability Discrimination Act 1995.
- 2.7. Equality Act 2010
- 2.8. Promoting Attendance Policy.
- 2.9. Staff Code of Conduct Policy.
- 2.10. Staff Drug and Alcohol Policy.
- 2.11. Preventing Fraud and Corruption Policy.
- 2.12. Protection of Children and Adults at Risk Policy.
- 2.13. Inverness College Public Interest Disclosure (whistle blowing) Policy.
- 2.14. Data Protection Policy.

3. Scope

- 3.1. This policy applies to all Inverness College staff.

4. Compliance

- 4.1. This policy and associated procedures must be complied with and will be audited regularly with reports going to the appropriate committees.
- 4.2. This document is compliant with the disciplinary, dismissal and grievance regulations as detailed in the 'Legislative framework/related policies' above.

5. Monitoring

- 5.1 Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

6. Review

- 6.1 The policy and related procedures will normally be reviewed every three years to ensure it continues to meet College requirements within the legislative framework.