
If you are guilty of gross misconduct or commit a further offence or if your conduct remains unsatisfactory after the relevant time period for improvement, you may be dismissed after an appropriate hearing has taken place. You will be given written confirmation of your dismissal, the reason for your dismissal, the date on which your employment terminates and a statement of your right to appeal.

Alternative penalties

The School reserves the right, where reasonable and in appropriate cases, to impose an alternative penalty to those above. This could include moving you to another department or place of work or demotion (with any consequent reduction in basic salary and benefits). Such penalties will normally only be used as an alternative to dismissal.

Gross misconduct

Gross misconduct will normally lead to summary dismissal after an appropriate hearing. The following

Suspension

At any stage in the disciplinary process, if necessary for operational reasons, you may be suspended from work on full pay. You will be told why suspension was thought necessary. Suspension is not a disciplinary penalty and is not an indication of culpability. Suspension will be reviewed periodically. During any period of suspension, you will be required to cooperate fully with any investigation and to be available for interview during your normal working hours. During such period of suspension, you will not normally be entitled to access any School premises (except to attend meetings at the School's request) or to use the School's internet/intranet/email facilities or to engage in your normal day to day duties, without express permission.