inform you that you have the right to be accompanied at a formal hearing or appeal hearing by a work colleague of your choice, a trade union representative, or an official employed by a trade union. (A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker).

The School will also provide you with copies of any documentation that may be used in the hearing. Where the disciplinary matter is particularly serious (see gross misconduct below) or where previous warnings have been given and a possible outcome of the hearing is dismissal, then you will be warned of this.

During any disciplinary hearing, once you have heard the case against you, the School will allow you to answer any allegations made against you and you will be given a reasonable opportunity to ask questions, present evidence including statements and call relevant witnesses. Where witnesses are to be called by either the School or the employee they will be given advance notice of the hearing. The School would call an adjournment to the hearing if necessary in order for further investigation to be carried out.

Informal process

When a member of staff's conduct is called into question their line manager will usually discuss the issue with the member of staff informally, with or without a member of the HR Department present. This will be an informal discussion and no penalty will result, although on occasion a need for training, coaching or advice may be identified and agreed. The member of staff will not normally be invited to be accompanied at such a meeting, which may be arranged informally and at short notice.

Formal Procedure

Where informal discussions have not led to improved conduct, or where alleged misconduct is of a sever0027(d)&(l).199(i)22.003(v)6.0009868()&.98rB5t0(h).2007(o)&.00(#)2.08(c)9.9868(8)25(e)9.0932(l2(d)u27.664) Tu

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 clay to clay cuties, without express permission.