



Disciplinary procedure

1. Introduction

Creating Space For You CIC's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the organisation's rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

2. Principles

- Coaches and employees are expected to know the standard of conduct or work expected of them. This is laid out in their contract and the coach / employee handbook.
- Coaches and employees will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case
- The coach / employee is entitled to be accompanied by a representative or work colleague at the meeting
- No coach's contract will be terminated for a first breach of discipline, except in cases of gross misconduct
- Coaches and employees have the right to appeal against any disciplinary action taken

3. Informal discussions

Before taking formal disciplinary action, the Director Charlie Mitchell will make every effort to resolve the matter by informal discussion with the person involved. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

4. First or formal verbal warning

If conduct or performance is unsatisfactory, the coach / employee will be given a written warning or performance note. Such warnings will be recorded but disregarded after three months of satisfactory performance, providing there have been no subsequent disciplinary issues.

5. Written warning

If the conduct is regarded as more serious or the coach / employee's work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.



After a period of six months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

Charlie Mitchell, Director, will convene the meeting, giving appropriate notice for attendance of the coach, their representative and any other relevant parties.

6. Final written warning

If the coach / employee's work or conduct fails to improve, or where the allegation is particularly serious, the Director will follow the same procedure for a written warning. If proven, a final warning, will be given to the coach / employee warning that any further misconduct will result in a dismissal with appropriate notice. Coaches and employees will be paid any outstanding fund / invoices owed to them by the originally agreed date.

After a period of twelve months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

7. Gross misconduct

A coach / employee can be dismissed without notice on grounds of gross misconduct. The coach / employee will be suspended with pay while the circumstances of the alleged incident are investigated.

The coach / employee contract and coach / employee handbook give detail regarding what constitutes gross misconduct.

A dismissal must be confirmed in writing within ten working days of the date of the disciplinary interview.

Where a coach's contract is terminated by the organisation or internally disciplined because of misconduct relating to a child or vulnerable adult, Creating Space For You CIC will follow the Safeguarding Policy guidelines.

8. The right to appeal

If the coach / employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

Procedure reviewed: 15/10/2024

Due to be reviewed next: 15/10/2025