

Policy 014

Disciplinary Procedure (v.15.08.2018)

selectability Training offers a high level of support to all members of staff and students, however on some occasions, employees or students may display an unacceptable level of performance or conduct themselves, leading to a disciplinary circumstance. selectability Training has a disciplinary procedure whereby action may be taken if a member of staff or student's performance or conduct is deemed as unsatisfactory.

With reference to selectability Training Staff

Unsatisfactory performance may be defined as

- Unsatisfactory standard of work
- Targets not being achieved; i.e. deadlines/assignment targets
- Repeated errors
- Any other performance based matter advised by Management to staff

Misconduct may be defined as

- Sexual Harassment – towards staff or other students
- Unprofessional attitude towards staff or other students
- Bullying and victimisation
- Lateness
- Non-compliance with safety, health and hygiene requirements, including appropriate dress, footwear and personal protective equipment (if required)
- Theft or fraud
- Physical violence
- Deliberate and serious damage to property
- Deliberately accessing internet sites containing pornographic, offensive or obscene material on selectability Training premises, regardless of the network or device used for such access being staffs' own property
- Serious insubordination
- Bringing the organisation into serious disrepute
- Serious incapability brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- Serious breach of confidence
- Plagiarism or cheating
- Racial discrimination

With reference to selectability training students

Unsatisfactory performance may be defined as

- Non-payment of dues before or on the due date (applies to both fee-for-service students and funded students who are required to pay a contribution fee)
- Deliberately organising holidays and other personal appointments which conflict with assessment or work placement deadlines
- Wearing offensive clothing
- Lateness
- Frequent Absence

Misconduct may be defined as

- Sexual Harassment – towards staff or other students
- Unprofessional attitude towards staff or other students
- Bullying and victimisation
- Lateness
- Non-compliance with safety, health and hygiene requirements, including appropriate dress, footwear and personal protective equipment (if required)
- Theft or fraud
- Physical violence
- Deliberate and serious damage to property
- Deliberately accessing internet sites containing pornographic, offensive or obscene material on selectability Training premises, regardless of the network or device used for such access being students' own property
- Serious insubordination
- Bringing the organisation into serious disrepute
- Serious incapability brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- Serious breach of confidence
- Plagiarism or cheating
- Racial discrimination

The procedure has three stages

1. A 1st written warning
2. A 2nd written warning
3. Dismissal or expulsion of a member of staff or student

selectability Training Management reserves the right to make a decision on breach of this policy, and is fully authorised to implement Stage 3 (immediate dismissal or expulsion) if the nature of disciplinary breach is deemed as significant and an immediate compromise to staff and student safety.