



DISCIPLINARY POLICY

POLICY STATEMENT

1. Jesus College expects its employees to maintain high standards of conduct and behaviour. Any failure to meet the appropriate standards will be dealt with promptly, decisively and fairly through action under this policy.

PURPOSE AND SCOPE

2. This policy applies to all Jesus College employees. Its purpose is to:
 - enable employees to understand and maintain the standards of conduct required by Jesus College;
 - enable the College to manage conduct issues effectively;
 - ensure the correct procedure is used when inviting you to a disciplinary hearing; and
 - ensure that disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner.

PRINCIPLES

3. The following principles apply:
 - the disciplinary process enables issues to be raised and dealt with promptly;
 - the process will be transparent, taking account of the requirement to maintain strict confidentiality throughout;
 - an investigation will be conducted to establish the facts of the case;
 - employees will be informed of the complaint against them and have the opportunity to have their say before a decision is reached;
 - decisions made will be fair, consistent and appropriate to the particular circumstances; and
 - employees will have the right to be accompanied by a fellow employee or a trade union official other than for an "off the record" informal reprimand.

OUTCOMES

5. The intended outcomes of this policy are that:
 - the conduct of College employees is exemplary; and
 - the College acts in compliance with relevant statutory requirements, including the ACAS Code of Practice.

MONITORING AND REVIEW

6. Human Resources will keep decisions reached under this policy under review and will monitor formal decisions made under the Disciplinary procedure for fairness and consistency.