



GIRL ON FIRE

26. Employment: Conduct, Disciplinary And Grievance Procedures

Owner: Director | Conditional: employees; use separate lawful arrangements for contractors/volunteers

Provide employees with written terms and clear standards, reporting routes and applicable policies. Apply fair procedures and current ACAS guidance. Safeguarding referrals and protective action must not wait for the disciplinary process.

Disciplinary process: investigate impartially; tell the employee the allegations and evidence; give reasonable preparation time; hold a meeting and allow the statutory right to be accompanied where applicable; consider their response; decide proportionately; give the decision, reasons and appeal route in writing. Warnings normally state the required improvement, review period and consequences. Gross misconduct may justify dismissal without notice only after a fair process and an appropriate finding. Suspension is a neutral measure used only where justified, reviewed and normally paid for employees.

Grievance process: an employee raises the issue with [contact], or an alternative if implicated. Offer informal resolution where suitable; otherwise investigate and meet, permit accompaniment where applicable, give a reasoned written outcome and offer an impartial appeal. Suggested internal appeal submission target is ten working days, with flexibility for good reason.

Make reasonable adjustments, avoid retaliation and keep restricted records. Contractor/volunteer arrangements must reflect their actual status and contract; labels alone do not determine employment rights. This policy does not replace lawful contracts or a fuller employment handbook where required.