**3. Disciplinary Procedure Policy**

**Purpose:** This Disciplinary Procedure Policy provides a fair and structured framework for addressing concerns regarding volunteer conduct or breaches of FASS policies. The policy ensures that disciplinary matters are managed consistently, fairly, and transparently.

**Scope:** This policy applies to all FASS volunteers and covers any breaches of policies, misconduct, or inappropriate behavior.

**Key Principles:**

1. **Expected Conduct & Compliance**
	* Volunteers must comply with all FASS policies, including safeguarding, confidentiality, health & safety, and equality & diversity.
	* Any behavior that negatively impacts service users, staff, or other volunteers will be addressed in line with this procedure.
2. **Disciplinary Process**
	* **Step 1: Verbal Warning** – For minor infractions, a supervisor will provide a verbal warning and guidance on improvement.
	* **Step 2: Written Warning** – If misconduct continues, a formal written warning will be issued, outlining the concern and expected changes.
	* **Step 3: Final Written Warning** – If issues persist, a final warning will be given with a clear action plan for improvement.
	* **Step 4: Termination** – If misconduct is severe or continues despite warnings, the volunteer agreement may be terminated.
3. **Serious Misconduct**
	* Immediate termination may occur for serious breaches, including but not limited to:
		+ Harassment, bullying, or discrimination.
		+ Breach of confidentiality or data protection policies.
		+ Gross negligence or willful misconduct.
		+ Criminal activity or violent behavior.
4. **Right to Appeal**
	* Volunteers have the right to appeal disciplinary decisions within 7 days of receiving a written notice.
	* Appeals must be submitted in writing to the FASS management team and will be reviewed by an independent panel.

**Acknowledgment & Agreement:** By signing below, the volunteer acknowledges understanding of the disciplinary process and agrees to adhere to FASS policies.

**Volunteer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_