**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_