

Disciplinary Policy

Version Number	8
Revision Date	16 June 2022
Department	Business Support & Transformation
Author	Head of HR & OD
Reason for Policy Creation/Revision	Legislation and revision of content
Data Protection	This policy complies with our data protection policy and procedure
Equalities	This policy ensures that we have equal protection in place for our employees
Sustainability	N/A
Proof Read By	HR Business Partner
Date Approved	30 June 2022
Approved By	People Committee/SMT
Next Review Due	3 years following approval or legislation changes
Audience – Training and Awareness Approach	Manager training will be required
Effective Date	8 July 2022
Internal References – Policies & Procedures (<i>Located on The Hub</i>)	Grievance policy Dignity at work policy Disciplinary procedure Disciplinary managers guidance
External References	ACAS code of Practice

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1. Policy Purpose

- 1.1 At Hanover (Scotland) Housing Association (Hanover), we aim to promote the highest standards of conduct, performance and behaviour in order to abide by Hanover's key values.
- 1.2 The purpose of this policy is to provide our employees and managers with a readily accessible procedure in the event that such standards fall below what is expected. It is also in place to ensure that any disciplinary matters are handled fairly and consistently across Hanover.
- 1.3 The policy and procedures contained herein are intended to reflect statutory requirements, including guidance from the ACAS Code of Practice on disciplinary matters.

2. Policy Scope, Explanations or Requirements

- 2.1 This policy will inform you, our employees, of your responsibilities with regards to conduct. It will also outline what you can expect to happen in the event of minor offences, through to allegations of gross misconduct.
- 2.2 We of course hope that our culture of openness and willingness to co-operate with one another will see few disciplinary matters arise but if so, it is hoped that the majority can be resolved informally with improvements achieved. We encourage employees to abide by Hanover (Scotland) values but also to familiarise yourself with the expectations contained with this policy.
- 2.3 This policy applies to all employees while they remain under Hanover's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for Hanover.

3. Definitions

- 3.1 The term 'disciplinary' often carries strong connotations but may cover many different aspects in the workplace. The most common definition relates to the process in which an employer wishes to handle an employee's behaviour or misconduct.
- 3.2 A 'disciplinary hearing' is a formal meeting where evidence is presented regarding the allegation of misconduct and all parties are provided with an opportunity to present their case. In the event that a formal hearing is held, a full investigation will have preceded it.

4. Responsibilities

- 4.1 All employees have a clear role to play in helping to limit the potential of a disciplinary matter. Although there are various scenarios which can result in a disciplinary investigation or hearing taking place, employees have a responsibility to abide by

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Hanover (Scotland) values. In particular, this extends to treating others with respect and dignity, meet the standards set out in all policies and to be open and transparent in their communications with Hanover.

- 4.3 In addition, managers hold the responsibility to provide feedback to employees in a bid to encourage and support improvement. It is also their duty to treat disciplinary matters, both informal and formal, with a level of fairness and consistency.

5. Monitoring & Evaluation

- 5.1 We will monitor case numbers and outcomes to report to the management team and highlight where improvements can be made, this will be completed in the same way as Maximising Attendance and Grievance reporting and escalation when appropriate.

6. Review

- 6.1 We will review this policy every three years or earlier as required.