

Great Yarmouth & Gorleston Young Carers

Disciplinary Procedures

GYGYC expects its staff members, volunteers' regular visitors and Trustees to follow and keep to all of the policies and procedures it has put in place to ensure the organisations members both adult, children, young people and vulnerable young adults are safe while within the projects of the organisation.

Any staff member, volunteer, regular visitor or Trustee that does not conduct themselves in a manner that follows the policies, procedures or acts outside their agreed job description and role will be dealt with through the disciplinary and dismissal procedure.

In the first instance with a meeting with their line manager- who will record the meeting and put in place steps to ensure the persons conduct improves.

If the persons conduct does not improve a verbal warning will be issued and the situation will be monitored to ensure it has improved. (This will remain on the employment record for 6 months)

If No improvement is made, a written warning will be issued. (This will remain on your employment record for 12 months)

If the persons conduct does not alter, a final written warning will be issued (This will remain on the employment record for 12 months)

Failure to improve after this will result in dismissal.

You have the right to appeal at any time during this process, in the first instance by meeting with your line manager. If this does not resolve the issue you can meet with the Manager. However, if this does not resolve the issue please submit the grievance in writing to the board of Trustees and they will meet with you to resolve the situation.

All stages of the process will be recorded for both parties to enable them to have written confirmation of all aspects of the situation to demonstrate that every reasonable attempt has been made to resolve the situation.