

Disciplinary RULES

Reviewed by Trustees 21/11/16



1. Purpose and scope

These Rules are to give CCF staff and volunteers guidance on expected conduct and performance at work and to assist fairness and consistency in any issues arising. They are not exhaustive lists, but give clear indication of what's unacceptable. Normally potential issues of misconduct or unsatisfactory performance are dealt with through normal interaction between managers and staff and volunteers. If necessary there are grievance and disciplinary procedures, described in separate documents.

2. Gross Misconduct

If, after investigation, it is confirmed that an employee or volunteer has committed a serious offence, as follows (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice (for an employee), or (for a volunteer) immediate termination of association with CCF:

- theft or fraud.
- willful damage to property
- incapacity for work/your volunteer role due to alcohol or illegal drugs
- physical violence, bullying
- gross negligence or insubordination

3. Other Misconduct

Acts of misconduct such as those below (the list is not exhaustive) are subject to disciplinary procedure (see separate document):

- refusal to carry out proper and legitimate instructions and/or requests.
- negligence in the performance of duties.
- deliberate deception in any aspect of an employee's or volunteers work.
- poor timekeeping, or absenteeism from work/your volunteering role
- unauthorised absence (applicable to employees only)
- discrimination, harassment, discourtesy or verbal abuse towards CCF staff, volunteers or the public
- neglect of Health and Safety policy or deliberate dangerous acts
- breach of confidential CCF information.
- excessive personal use of CCF facilities or equipment in work/volunteering time