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Disciplinary and Grievance Policy for Staff and Volunteers

NAME AND ADDRESS OF THE GURDWARA

Registered Charity Number XXXX

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Disciplinary and Grievance policy at NAME OF THE GURDWARA and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with Rehat Maryada.

1. **Introduction**
2. These procedures apply to both employees and volunteers of XXXX. These procedures have been put in place to protect the interests of volunteers, employees and the Sabha and to ensure that everyone is treated fairly
3. The existence of these procedures does not indicate any contract of employment with volunteers, as there is none.
4. **Grievance Procedure:**
5. If a volunteer or employee has a grievance they have been unable to resolve they should in the first instance raise the matter orally with the XXXX General Secretary. The XXXX General Secretary should respond orally within 2 weeks of the matter being raised.
6. If the volunteer or employee is unhappy with the response from the XXXX General Secretary they should raise the grievance again with the XXXX General Secretary in writing. This should be done within 2 weeks of the XXXX General Secretary initial response. They should respond both orally and in writing within 2 weeks of receiving the written grievance
7. If the volunteer or employee is still unhappy with the written response they may appeal to the management committee who will normally appoint a three person panel to hear the appeal. The appeal should be made in person and the volunteer or employee may nominate a colleague to accompany and support them. The appeal should be arranged within 2 weeks and no more than one week should pass before the appeal panel advises of its decision which will be final. This doesn’t affect any statutory rights that an employee may have to take the matter further.
8. Where the person raising the grievance is the XXXX General Secretary items 2 and 3 above are amended in that the XXXX General Secretary will raise the matter with the Chair of the management committee. If the matter then goes to appeal the panel shall comprise three management committee members but not including the Chairman. (Chairman manages the sub-committee).
9. **Disciplinary Procedure**
10. Where a matter requiring possible disciplinary action arises the XXXX General Secretary should arrange a meeting with the volunteer or employee to discuss and hopefully resolve the matter.
11. If the volunteer or employee is unhappy with the outcome of stage 1 above they should inform the XXXX General Secretary in writing and stating their reasons. This should be done within 2 weeks of the initial meeting. The XXXX General Secretary should arrange a further meeting within 2 weeks at which both the XXXX General Secretary and the volunteer or employee may be accompanied by a colleague. The outcome of this meeting should be recorded in writing and provided within 2 weeks of the meeting.
12. If the volunteer or employee remains unhappy with the outcome of stage 2 above they may appeal to the management committee who will normally appoint a three person panel to hear the appeal. The volunteer or employee may be accompanied by a colleague to support their appeal. The appeal should be heard within two weeks and the outcome advised within a week of the appeal hearing. The outcome of this appeal meeting will be final. This doesn’t affect any statutory rights that an employee may have to take the matter further.
13. Where the person being disciplined is the volunteer the disciplinary process outlined in items 1 and 2 above will be carried out by the Chair of the management committee. If the matter then goes to appeal the panel shall comprise three management committee members but not including the Chairperson.
14. Disciplinary action may take various forms from oral warning, written warning, final warning, a period of suspension and/or departure from the XXXX as a volunteer or employee. For minor and less serious matters first instances should be covered by an oral warning, and then followed by a written warning if there is a repeat and a final warning if there are yet further repeats. After a final warning the next step would usually be dismissal for an employee or a volunteer ceasing to work at XXXX.
15. Where a serious breach of discipline has occurred it may be necessary to proceed immediately to a suspension (for example, while further investigation takes place) or in extreme cases instant dismissal. In any event the employee or volunteer will have a right of appeal.

**Document Reference**

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**CONTACT DETAILS**

Name of the Gurdwara / Organisation

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