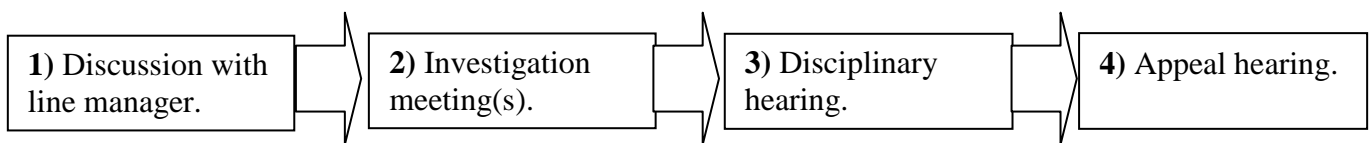


Disciplinary Procedures

This document outlines disciplinary procedures of Coaching Connection Ltd.

Process outline:



Stage 1 Where there are concerns regarding the conduct of a member of staff, in the first instance it should be dealt with verbally by the line manager. In the majority of cases the identification of poor conduct and guidance provided by the manager will be sufficient to remedy the behaviour causing concern.

If at any point the employee is unsure of the conduct is causing concern, or how to remedy the behaviour, they should request, in writing, further guidance from a director.

Stage 2 When an accusation is made against an employee, the evidence surrounding the accusation will first be investigated. A member of staff more senior than the accused employee will be appointed to gather evidence. Evidence may include written witness statements, minutes of fact finding meetings or any other information which shows that the conduct has or had not occurred. The senior staff member will then report to a director recommending either that no further action is required or a disciplinary hearing should be conducted. Where they believe gross misconduct may have occurred or it is in the interests of any party, they may recommend suspension prior to the disciplinary hearing.

A written report will be made by the investigating member of staff to the director responsible for disciplinary hearings. The director will then assess the report and take any action they see appropriate (eg. Proceeding with a disciplinary hearing or suspending the accused member of staff). *Note that any suspension made at this point does not constitute punishment or imply guilt. It may be necessary to suspend the accused member of staff and restrict their communication with individuals from relevant organisations whilst the investigation is continued.*

Coaching Connection Ltd reserves the right to disclose evidence gathered to relevant organisations including but not restricted to: the police, the independent safeguarding authority, British Gymnastics and clients of Coaching Connection Ltd.

Stage 3 Where a director deems a disciplinary hearing is required the accused member of staff will be informed in writing of the hearing date. The notification will include details of accusations made in order to allow the member of staff to construct a defence. Where there is a possibility of the employee being dismissed, this will be stated in the notification and a minimum of 72 hours notice will be provided.

Any requests to reschedule the hearing should be made in writing. The decision to reschedule will rest solely with the director.

Employees may request, in writing, no less than 24 hours prior to the hearing, to be accompanied by another employee or by a trade union representative. The representative not being able to attend the disciplinary hearing at the scheduled time is not necessarily grounds for postponing the hearing. Should the employee wish to call any witnesses they must inform the director no less than 24 hours in advance.

In order to allow the chair to review the full detail of the hearing, all disciplinary hearings will be recorded. This recording may be used as evidence at a later date.

In some cases the evidence gathered in an investigatory meeting may not be relevant to the accusations for which the disciplinary hearing has been called. In such cases the information may be censored to protect the interests of other parties.

Where the director chairing the disciplinary hearing believes new evidence would have a significant impact on their decision or believes that the new evidence may prove gross misconduct, the chair will adjourn the meeting which will be reconvened at a later date.

After the hearing has concluded the chair will consider the evidence and decide on appropriate action. The accused employee will be informed of their decision in writing. Possible outcomes of the disciplinary hearing include but are not limited to: no further action required, verbal warning, written warning, final written warning, dismissal.

Stage 4 Employees have the right to appeal the decision of the disciplinary hearing. Should an employee wish to appeal they must do so in writing, no later than 14 days after being informed of the decision, to Adam Rear (adam_rear@coachingconnection.ltd.uk or to the company's registered office). Where possible appeal hearings will be heard by another company director. The chair of the appeal hearing will be provided with all evidence from the disciplinary hearing. Appeal hearings will follow the same criteria as outlined above. The decision of the appeal hearing is final and there is no further right to appeal.

Additional Notes

Examples of behaviour which is likely to be considered as gross misconduct:

Failure to adhere to the conditions of a suspension, gross insubordination (eg. swearing or aggression towards a more senior member of staff), gross incompetence which places the welfare of participants at risk, sexual relationships with any participant under the age of 18 years, actions which have a significant negative impact on the reputation of Coaching Connection or its clients (including a reduction in the income of Coaching Connection or its clients), failure to report any new criminal convictions, failure to return the property of Coaching Connection or its clients when requested to do so.

Should an employee attempt to conceal information regarding misconduct or show wilful disregard for procedures or codes of conduct and consequences are likely to be escalated. In some cases this action alone may constitute gross misconduct.