



Derbyshire Cave Rescue Organisation

Grievance and Discipline Policy

Adopted 15/07/2020. Prepared by Jenny Drake

Introduction

Derbyshire Cave Rescue Organisation, hereafter referred to as the Organisation, respects the right of all members of the Organisation to be treated fairly. If a member feels that they have not been so treated, then a mechanism must exist to seek redress. Similarly, if a member has not behaved in a manner in accordance with the [Code of Conduct](#), or if a serious complaint is made against them, then there needs to be an open and fair disciplinary procedure.

This document sets out the process to be followed should a member have a grievance that needs to be resolved. It also sets out the process to be followed in any disciplinary matter with a member.

Grievances

Should any team member, a member of a third party organisation or an individual have cause to raise a concern about any member of the Organisation this should be done in writing and directed to the Chairperson and Secretary. The letter should explain the concerns with as much detail as possible. Any such letters received will be reviewed immediately, a reply given to the sender acknowledging its receipt and a decision process started depending on the severity of the accusations.

Disciplinary Procedure

The Chairman shall take responsibility for implementing this procedure. They may appoint another member of the Committee to act on their behalf if they choose to.

If a member's performance or conduct falls below that which would be expected, then in the first instance an attempt is to be made to resolve it by informal discussions or counselling. Often this can avoid the need for formal disciplinary action. This may include mediation or additional training or support for the member. An informal meeting would not be recorded as disciplinary action and will be seen as a process of constructive dialogue.

If the problem cannot be resolved informally with the member, then the Chairman shall invoke a formal disciplinary procedure. This procedure shall commence with the Chairman appointing a group of not less than two persons and not more than three, and which shall include the Secretary and/or the Chairman. The group shall investigate the matter and report to a disciplinary hearing to be held as part of the next scheduled Committee meeting, or to a meeting specially convened for the purpose. If deemed appropriate by the group, the member may be suspended from the organisation's activities until the disciplinary hearing can be held.

The member may bring, or send a representative of their choosing to the hearing and the representative may speak on their behalf. After hearing the report of the investigating group and any

representations, all those directly involved in the complaint against the member shall recuse themselves from any discussion, decision, or vote taken.

The Committee shall discuss the matter and reach a resolution. The resolution shall be communicated to the member in writing not more than 14 days after the meeting by the Secretary, or another appointed person.

The Committee's resolution shall be final and without a right of appeal.

If the Committee resolves that disciplinary action is appropriate they may consider the following range of sanctions:

Plan for Improvement. Working with the member to improve their performance.

Written Warning, with a plan for improvement. The written warning shall be taken in to account if another disciplinary action takes place involving the same member.

Termination of Membership. This is an option for actions of gross misconduct. Examples of gross misconduct include (but are not limited to):

- Assault on another person
- Deliberate falsification of expense claims.
- Disclosure of confidential information.
- Convictions for a criminal offence that undermines a person's suitability for volunteering.
- Provision of false information relevant to a person's membership.
- Use of abusive, or offensive language, or behaviour.
- Bullying, or harassment.
- Being impaired by alcohol or drugs to the detriment of the duties of their role.
- Theft of property, or misuse of equipment, or materials.

The above shall apply wherever they may bring the Organisation into disrepute, they do not necessarily have to have taken place while the member is on Organisation business.

Termination of membership would take place in accordance with the requirements of the Organisation's Constitution.

The Committee shall be responsible for reviewing this policy every three years, or when new legislation requires it.