Disciplinary Policy
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1. Purpose

1.1 The overall aim of this policy is to be an aid to good people management and is designed to be:

- An effective and progressive way of dealing with shortcomings in behaviour/conduct where normal management processes have not been successful in achieving required improvement or where the situation is sufficiently serious;
- Clear and simple to operate;
- Fair, impartial, consistent and equitably applied to all;
- Compliant with the ACAS Code of Practice and employment legislation.
- With regard to academic staff, to pay due regard to academic freedom as specified in the University Statutes.

1.2 The University firmly believes that in most cases, a carefully considered conversation at the right time with the appropriate level of management is all that is necessary and is often a more appropriate way to encourage employees to achieve and maintain required standards of conduct and behavior than immediate formal disciplinary action. Minor cases of misconduct will, in the first instance, be dealt with informally. Further information is provided in the manager’s guidelines.

1.3 If the matter is suitably serious in nature or it cannot be resolved at an informal level the procedure exists to enable investigation and appropriate action to be taken to deal with the matter quickly, consistently and fairly.

2. Scope

2.1 The policy applies to all University employees, including any situation where an academic member of staff claims a defence on the grounds of academic freedom.

Associated Documents:

Disciplinary Procedure

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<thead>
<tr>
<th>Policy Area lead</th>
<th>Jan Halliburton, Deborah Graham, Jenny James, Emily Thomas</th>
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<tbody>
<tr>
<td>Approved by</td>
<td>Staff Committee</td>
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<tr>
<td>Approval date</td>
<td>15 May 2017</td>
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<td>Review Date</td>
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