Disciplinary Changes

- Separated into Policy and Procedure
- Signpost to Probation where employees are within their probationary period
- Signpost to new Appendix 2 for Prevention of Illegal Working
- Added clarification about notes of meeting
- Adjusted sanction timescales:
  - First written warning = 6 months
  - Second written warning = 1 year
  - Final written warning = 1 year (2 years in exceptional circumstances)
- Grounds for appeal now consistent across Disciplinary, Dignity and Respect, Grievance and Capability:
  - There was failure to follow procedure, which had a material impact on the outcome
  - New information has come to light that should be considered that was not available at the time of the hearing
  - The action taken was unreasonable or disproportionate to the issue
- Created updated Appendix 1 giving Examples of Misconduct and Gross Misconduct, including links to:
  - Statement on Internet Use
  - Guidelines for the Use of IT Facilities
  - Policy and Procedure for Investigating Allegations of Research Misconduct.
- Added Investigation Report template as an Appendix