

SCOTTISH POLICE SERVICES AUTHORITY

DISCIPLINARY POLICY STATEMENT

This Policy recognises and reflects legislative requirements specified by statute, including the terms of the European Convention of Human Rights and codes of practice concerning the treatment of staff within the workplace.

Employees have the right to be accompanied by an internal Trade Union representative or a work colleague at all disciplinary hearings. The responsibility for arranging such representation rests with the employee.

Where a situation concerns an allegation of a criminal nature, it may be appropriate, depending on the nature and seriousness of the charge, to delay a disciplinary hearing pending the determination of the criminal case. This will be at the discretion of the Head of Human Resources. An employee who has been arrested, or charged with, or convicted by a Court of any criminal offence, must immediately report the fact to their manager.

Disciplinary procedures will be undertaken within the timescales outlined within this policy and not be subjected to undue delays of any kind.

All disciplinary cases will be handled timeously, sensitively and within the confines of strict confidentiality.

An employee does not automatically have recourse to the Grievance Procedure (Fairness at Work) as a direct result of being subjected to this Disciplinary Policy. This, however, may be appropriate where it is alleged that the disciplinary process has not been handled correctly within the terms of this policy and procedure.

Employees will normally be provided with a minimum of 5 working days (1 week) notice in advance of a disciplinary hearing. This may be extended, at the discretion of the manager and following consultation with the appropriate internal Trade Union Representative, if applicable, to allow for representation to be organised. It is the employee's responsibility to organise representation within the Scottish Police Services Authority.

Once the hearing is completed a copy of the completed Disciplinary Incident Reporting Form (QF39) must be completed by the disciplining manager and forwarded together with all associated paperwork, to the appropriate HR Business Partner. The HR Business Partner will be responsible for providing regular reports to the Head of Human Resources who will monitor these and report to internal and external bodies as necessary. Copies of this form can be found on the Intranet or from HR representatives.