Mid Down & Lisburn District Community First Responders

INTERIM DISCIPLINARY RULES AND PROCEDURE

Object

The following procedure has been drawn up to make you aware of Mid Down & Lisburn District Community First Responders policy in relation to disciplinary matters. The object of such a procedure is to give volunteers the opportunity to improve their behaviour/performance. This is not an exhaustive list.

General Principles

Usually, no disciplinary action shall be taken until there has been a full investigation into any alleged incident. However, in the event of alleged gross misconduct, if a preliminary investigation finds evidence that this has occurred, a volunteer/member/Trustee will be suspended immediately pending a full disciplinary procedure.

At each stage of this procedure you shall have the right to a fair hearing with the opportunity to state your case and to be accompanied by a fellow volunteer if desired.

Warnings shall lapse after a period of satisfactory conduct. Warnings are not generally transferable unless the number of warnings in respect of different types of misconduct justifies a final general warning irrespective of the offence.

Procedure

In the event of a breach of the volunteer's rules you will be interviewed at all Stages by a Sub-committee of the Management Committee and given the opportunity to state your case.

Minor Misconduct

If the breach is in the minor misconduct category and management is satisfied that an offence has occurred, the procedure will be as follows: -

Stage 1	You will be given a verbal warning. It will be recorded and retained on file for a period of 6 months.
Stage 2	If the same or similar offence is repeated within 6 months you will be given a first written warning. It will be recorded and retained on file for a period of 12 months.
Stage 3	If the same or similar offence is repeated within 12 months you will be given a final written warning. This will contain a clear notice that a repeat of the offence within 12 months will result in dismissal.
Stage 4	If the same or similar offence is repeated within 12 months you will be dismissed.

Major Misconduct

If an offence which falls within the major misconduct category is committed and management is satisfied that it has occurred, the disciplinary procedure will be invoked at Stage 3 (i.e. you will receive a final written warning which will contain clear notice that a repeat of the offence within 12 months will result in dismissal).

Gross Misconduct

If you have committed an offence which is regarded as gross misconduct and management is satisfied after investigation and a disciplinary hearing that it has occurred, you will be dismissed summarily i.e., without notice.

DISCIPLINARY RULES

The following list shows examples of the type of rules/offences which the organisation has categorised for each level of misconduct. These are not comprehensive and any complaint will be considered as to the type of misconduct.

A MINOR MISCONDUCT

- Performance of duties below an acceptable standard
- Ignoring safety/hygiene/security rules
- Failure to maintain equipment
- Misuse of internal social media
- Failure to wear any uniform/protective clothing provided
- Failure to complete patient report forms with accurate and concise information

B MAJOR MISCONDUCT

- Neglect causing damage to or loss of Mid Down & Lisburn District Community First Responders or other volunteer's property/equipment/tools
- Smoking while attending a call
- Unsatisfactory attitude to patients or their relatives
- Use of foul language

C GROSS MISCONDUCT

- Theft
- Physically violent behaviour
- Deliberately ignoring safety/hygiene/security rules and thereby endangering one's own or another's physical well-being or safety
- Obscene behaviour
- Intoxication induced by alcohol or drugs while on call
- Fraud
- Disclosing confidential patient information to a third party
- Failure to delete confidential information conveyed via Text and What's Apps
- Wilful damage to or gross negligence of charity's, patients or other volunteer's property/equipment/tools
- Serious undeclared conflict of interest

- Falsification of records
- Breach of road traffic laws in relation to speed
- Display of flashing lights or unauthorised lights
- Serious harassment

NOTE - DISCRIMINATION

Any allegation of discrimination, victimisation or harassment on grounds of sex, marital status, disability, race, religious beliefs or political opinions will be thoroughly investigated and where appropriate will be dealt with under the disciplinary procedure. The disciplinary response will depend upon the nature and seriousness of the incident; and in extreme cases will result in summary dismissal.

APPEAL

If you wish to appeal against any disciplinary action you should do so in writing within 3 working days. The appeal should be sent to the Chairperson or designated committee member who will arrange a hearing to take place within 3 members of the management committee (not involved in the disciplinary action) within 10 working days of such a request and a decision shall be given within 5 working days.

Clarification of any point in this procedure may be obtained from the Chairperson.