



# THURMASTON PARISH COUNCIL

ELIZABETH PARK SPORTS & COMMUNITY CENTRE  
CHECKLAND ROAD, THURMASTON  
LEICESTER, LE4 8FN

TEL / FAX: 01162696347  
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## Thurmaston Parish Council Disciplinary Procedure

### Verbal Warning

**Stage One:** Will consist of a verbal warning issued by Line Manager/Clerk to the Council who will keep a record of the verbal warning and it will stay on your record for 6 months after which time it will be removed. (You will be required to sign for receipt)

### Written Warning

**Stage Two:** more serious breaches of the Councils rules will result in a one year written warning also issued by your Line Manager. You will be invited to a meeting with Line Manager, who will accompanied, you have the right to be accompanied by your Union Representative or a person of your choice. The Line Manager will investigate the breach of the rules will take statements from you and any witnesses and will come to a decision on the breach. You will informed of the decision in writing. (you will be required to sign for receipt). If you are not happy with the decision you have the right to appeal in writing within 5 days to the Chairman and the Vice Chairman of the Council who will also return to you within 5 days upon his decision.

### Formal Warning:

**Stage three:** should your behaviour and conduct not improve from stage two or there are any further breaches of council rules you will be in line for a formal warning. The investigation will take the same form as stage two you will also receive a warning which will stay on your record for a year. You also have the right to appeal and it will be put to you that if your behaviour does not improve you will be subject to a final warning.

### Final Warning

**Stage Four;** a final warning is your last chance, the Line Manager will discuss with you everything that has happened will look through you personal file to see if there are other warnings on file. She will take the same stages as previously, investigation, statements and your statement. If your conduct does not improve the council will have no alternative than to terminate your contract.

### Gross Misconduct:

**Stage five:** Gross misconduct is a stage of the disciplinary which can mean termination of the employees contract.



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## Examples:

- Violence
- Drunkenness
- Miss use of drugs
- Breaches of H&S Laws
- Bullying
- Wilful damage to council property
- Stealing
- Giving false witness statements in disciplinary investigations

This list is not exclusive. Your employment will be terminated immediately but you still retain the right to an appeal within five working days to the Chairman and Vice Chairman.

In the event of a serious breach of the disciplinary procedure the council retains the right to suspend you whilst the circumstances of the breach are investigated.



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## THURMASTON PARISH COUNCIL

### DIGNITY AT WORK POLICY

The Company aims to ensure that all its employees have dignity at work. That means that there are some types of behaviour that are unacceptable which will include the following:

- Being offensive, abusive, malicious, insulting or intimidating to a fellow employee'
- Engaging in unjustifiable criticism towards a fellow employee.
- Imposing a punishment upon a fellow employee without reasonable justification.
- Changing an employee's duties or responsibilities to his or her detriment without reasonable justification.

This policy applies to all employees, regardless of their rank or seniority. Breach of this policy will be treated as misconduct.

If you feel that your dignity at work has been compromised you should raise the matter through the Company's grievance procedure.