



Warrington Collegiate

QUALITY ASSURANCE

Policy:	Disciplinary Procedure
Policy Ref:	S/4/11
Approved by:	Director of Human Resources
Date:	September 2011

This policy applies to all employees (other than senior postholders, as determined by the Instruments and Articles of Government, who are subject to separate proceedings) of Warrington Collegiate.

The policy is to help and encourage employees to achieve and maintain standards of conduct and performance defined by the College and ensure consistent and fair treatment for all in relation to disciplinary action taken in response to allegations of deficient conduct or performance.

The policy applies to capability and poor performance issues and the term “misconduct” and “offence” in the policy can be interpreted to include such, where appropriate. If there are difficulties with an employee involving capability, performance, ill health and misconduct or a combination of them, it may be appropriate for all the issues to be resolved under one procedure and the procedures may need to be adapted to accommodate this.

The monitoring of this policy will be the responsibility of the Director of Human Resources.

Ultimate responsibility for this policy within the College lies with the Director of Human Resources.