

Key Policy Document Title	Disciplinary Policy (v.2026)
Adopted	25 th February 2014
Updated	26 th May 2026

Purpose

1. The purpose of the Disciplinary Policy is to provide fair and consistent treatment of staff by providing a formal framework for addressing misconduct or poor performance. It clearly outlines expected standards of behaviour, the process for managing issues and the consequences for failing to meet them, which helps maintain a safe and productive work environment.
2. This Policy does not form part of your contract of employment.

Definitions of Behaviours

3. The following list includes examples of unacceptable behaviour but is not exhaustive and all cases will be considered on an individual basis:-
 - (a) Bad timekeeping
 - (b) Attendance issues
 - (c) Failure to perform job role
 - (d) Illegal behaviour
 - (e) Inappropriate behaviour with colleagues or members
 - (f) Harassment or violence towards colleagues or members
 - (g) Discrimination
 - (h) Dishonesty
4. Where gross misconduct is deemed to have occurred, a staff member may be dismissed without notice or pay in lieu of notice. The below list includes examples of gross misconduct but is not exhaustive and all cases will be considered on an individual basis.
 - (a) Theft and/or fraud
 - (b) Dishonesty, however minor, including seeking to gain advantage through deception, for example, falsely claiming to be sick or falsely claiming to have completed a particular task
 - (c) Any involvement in bribery, giving, receiving or facilitating bribes
 - (d) Physical violence or bullying
 - (e) Deliberate and serious damage to property
 - (f) Serious misuse of JS name
 - (g) Deliberately accessing offensive or obscene material on the internet
 - (h) Unlawful discrimination or harassment
 - (i) Conduct that has the potential to bring the organisation into disrepute
 - (j) Use or possession of illegal substances, or incapacity due to alcohol or drugs at work
 - (k) Refusal to carry out duties or reasonable instructions
 - (l) Serious breach of JS rules and/or confidentiality
 - (m) Sexual, racial or other harassment of a colleague or member



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Process for Managing Disciplinary Procedures

5. There are two types of Procedures:-

(a) Informal Procedure

- (i) Issues of a minor nature may be discussed in an investigation meeting without recourse to the formal disciplinary procedure.
- (ii) As this is an informal discussion, you do not have the right to be accompanied.
- (iii) The discussion may be confirmed to you in writing, and if so, there is no right of appeal against a letter issued through an investigation meeting.
- (iv) If, following an investigation (which may include an investigation meeting), JS decide that it is appropriate to proceed to disciplinary action, then the following formal procedure will begin.

(b) Formal Procedure

- (i) No disciplinary action will be considered until a thorough investigation has been conducted. HR will appoint an Investigation Team to carry out a thorough investigation. The Investigation Team must be independent from the individuals involved and can include HR. The staff member will be informed that an investigation is taking place and that they may be required to attend an investigation meeting. The staff member may be suspended on full pay while the investigation is taking place, if the misconduct is deemed serious enough. However, suspension during an investigation is a neutral act and **is not** disciplinary action.
- (ii) Upon conclusion of the investigation, the Investigation Team and HR will determine if a case for disciplinary action exists. If so, a disciplinary hearing will be convened. The staff member must be given at least five working days' notice, in writing of the hearing. The letter should also contain the following:-
 - (iii) That it is a formal hearing
 - (iv) The nature of the allegation, with sufficient details and statements of evidence collected
 - (v) The names of any witnesses who will be present at the hearing in support of the allegations
 - (vi) The right for them to call witnesses or submit statements provided the name of witnesses or any statements are submitted one working day in advance to the chair of the hearing
 - (vii) The right to be accompanied by a colleague
 - (viii) A copy of the Investigation will also be included.
- (ix) During the hearing, the staff member will be presented with the facts gathered during the investigation and will also be given the opportunity to present their case.
- (x) Any colleague who accompanies a staff member during the Disciplinary process may ask questions on their behalf and state their case. However, they are not permitted to answer questions on behalf of the staff member.
- (xi) The outcome of the disciplinary hearing, including any disciplinary actions will be notified to the staff member in writing within five working days of the hearing.
- (xii) If formal disciplinary action is not warranted, documents relating to the hearing will not be placed on the staff member's HR file.

Suspension With Pay

6. You may be suspended while any alleged gross misconduct is being investigated, during this time you will be paid at your normal pay rate.



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7. Any decision to dismiss you will be taken after full investigation.
8. In cases of misconduct (situations less serious than gross misconduct) it might also be appropriate to suspend the employee if this assists with the investigation.

Suspension Without Pay

9. In some circumstances suspension without pay may be appropriate.
10. Such circumstances may include where your right to work in the UK is pending approval, or you are being held in police custody meaning we are unable to follow procedures for carrying out investigations.
11. Where suspension without pay is applied and this turns out to have been an improper decision, pay will be reinstated from the date of the decision being made.

Disciplinary Action

12. There are four levels of disciplinary action that may be taken:-

(a) Verbal Warning

Where work quality or conduct results in action to be taken, a verbal warning will be issued by HR. The verbal warning will take the form of a meeting between the staff member, their line manager and HR. During this meeting, the line manager will make it clear that it is a verbal warning and will give guidance on how the staff member should improve, including timescales and where appropriate a review meeting should be scheduled. The verbal warning will be confirmed in writing and agreed by the staff member, it will then be held on their HR file for a period of six months.

(b) First Written Warning

Where a verbal warning has been ineffective or where further breaches of discipline or misconduct take place, the line manager and HR will meet with the staff member where a formal written warning will be issued. The reasons will be clearly defined in writing and details of the specific improvements required will be given, together with a timeframe in which the improvements must be made. It should be made clear to the staff member that this is a formal warning and a written copy of the warning will be shared with the staff member and held on their HR file for a period of twelve months.

(c) Final Written Warning

If previous disciplinary action has not resulted in a satisfactory improvement in work standards or conduct, the CEO and HR will meet with the staff member where a final written warning will be issued. The final written warning will contain details of the cause for complaint and indicate specific improvements required and the time limit within which these improvements must be made. A written copy of the final warning will be given to the staff member and a copy held on their file for a period of twelve months.

(d) Dismissal

If all previous disciplinary action fails to result in a satisfactory improvement in work standards or conduct, or in cases of gross misconduct, the CEO will dismiss the staff member. A termination interview with the staff member will be conducted by the CEO and HR, following which an official letter of dismissal will be provided detailing the reasons for the action taken. If the staff member



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has less than twelve months service, there is no obligation to give reasons. In the case of gross misconduct, dismissal will be without any period of notice.

13. JS reserves the right to omit any level of disciplinary action listed above in cases where the CEO considers that serious breaches of discipline have occurred. During an investigation into an alleged breach of discipline or misconduct, the CEO may suspend the staff member from work with pay.

Right of Appeal

14. In all cases of disciplinary action, staff members have a right of appeal. An appeal must be lodged with the Disciplinary Panel Chair, within five working days of receiving written notice of disciplinary action.
15. Your letter should state the grounds upon which you are lodging your appeal.
16. Where possible, appeals will be held within ten working days of being raised. An independent Panel will be convened to hear the appeal. All members of the Panel will not have been involved in any part of the process to date.
17. The staff member will be invited to attend the appeal hearing and may choose to be accompanied by a colleague.
18. The Chair may confirm, withdraw or substitute the warning with a reduced or more serious action as the situation dictates.
19. The decision of the appeal is final.
20. The Chair of the Panel will share the outcome with the CEO in the first instance.
21. The decision of the appeal will be communicated to the staff member within 5 working days of the hearing.
22. If as a result of an appeal, any disciplinary action is withdrawn or modified, any written reference on the staff member's HR file shall be amended and the member of staff notified accordingly.
23. In the event that you are unable to attend a disciplinary hearing or the reason for the unavailability is due to the companion you have chosen to attend at the time of the proposed meeting, then you may nominate a reasonable alternative time within 5 working days of the original hearing date. If your chosen companion is not available within this timeframe, then you should choose a different companion.
24. In the event that you fail to attend a disciplinary or appeal hearing without notification, we may re-arrange the meeting or ask for your confirmation that you will attend a future arranged meeting. If you fail to attend for a second time, then the disciplinary/appeal hearing may be heard in your absence based on the available evidence.

Failure To Attend A Disciplinary and/or Appeal Hearing Through Sickness

25. Employees subject to disciplinary hearings may sometimes be unable to attend by reason of ill-health.
26. In such circumstances you will be required to submit a medical certificate from your GP. Depending on the likely duration of the inability to attend hearings, the Chair may determine whether to proceed with the hearing or defer for a period of time.
27. It is not the intention to penalise employees whose illness genuinely precludes them from attending disciplinary or appeal hearings. Delays to the hearing are not to the advantage of either the employee or the company.



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28. Each individual case will be evaluated on its own merits but the prime objective will be to eliminate or minimise any delay in holding hearings.
29. Criminal charges or convictions will not be treated as automatic reasons for dismissal but will be considered to assess whether the offence makes you suitable for continued employment with the company. We will consider whether there is an adverse connection between the offence and your employment. In these circumstances, any disciplinary action will be subject to investigation and process as detailed in this procedure.

Grievance Submitted During The Disciplinary Process

30. If you submit a grievance during the disciplinary process, relating to that case, the chair will determine whether it is appropriate to suspend the disciplinary process whilst the grievance is investigated or whether the two should run concurrently.



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