



GATWICK DETAINEES WELFARE GROUP

Registered Charity No. 1124328

A Company Limited by Guarantee registered in England and Wales No. 4911257

Policy title	Volunteer disciplinary procedure
Approved by	Paul Houston and James Wilson
Date	31 January 2018
Date ratified by Board	February 2018
Date revision next due	February 2020

Rationale or background to policy

As a registered charity GDWG has to maintain the highest standards. The activities of the charity's volunteers are part of the public face of GDWG. And it is particularly important that volunteers should act in the best interests of the detainees whom the charity serves. Accordingly GDWG expects its volunteers to adhere to a Code of Conduct (see separate policy), and has procedures for dealing with departures from that Code.

Policy Statement

GDWG's policy is that such failure to comply should be dealt with firmly and fairly through a clear and well-publicised set of procedures. Examples of instances where these procedures would be invoked are cases where a volunteer's behaviour is observed to be contrary to the best interests of the charity or of detainees. There are special procedures for alleged gross misconduct (see below).

Procedures

At all stages the volunteer being disciplined may be assisted and accompanied by another person and the time limits outlined may be altered by mutual agreement.

Code departures

These procedures should be operated when doubt has been cast on a volunteer's performance against the standards of conduct set out in the GDWG Policy "Volunteer Code of Conduct".

STAGE ONE The Director will meet with the volunteer to discuss the conduct or performance issue and notes will be taken. The outcome of this meeting may be any of the following:

- a. No further action to be taken
- b. A mutual and amicable agreement between Director and Volunteer that the latter's voluntary position is not working out for either party thus terminating the volunteer's work with the group

- c. A written warning to be placed on the volunteer's records with an allotted time set for review of progress towards making the conduct or performance better. The Director will explain what will happen if there are any future problems or if the conduct or performance does not improve.
- d. Referral of the matter to the Board of Trustees at their next meeting to consider ending the volunteer's work with the group. The volunteer may be suspended during the interim period at the discretion of the Director.

The volunteer has the right of appeal against any decision made by the Director as per Stage 3 of this policy.

STAGE TWO If a referral is made to the Board of Trustees to consider ending a volunteer's work with the group, the volunteer will be informed in writing within 7 days of the referral of a date of a 'hearing', to be heard by no less than 3 members of the Board of Trustees. The hearing committee will be appointed by agreement of all the members of the Board of Trustees. The volunteer will be informed in writing of the allegations made against him/her and the possible disciplinary sanctions that may be taken. The date of the 'hearing' will be within fourteen days of the notice being given. Following the investigation the panel may decide one of the following: to terminate the volunteer's work with the group, to impose any other disciplinary sanction or to take no further action.

STAGE THREE The volunteer has the right of appeal against any decision. S/he must give notice of appeal, stating his/her grounds within seven working days of any decision taken. The group hearing the appeal should be the Chair and two other Trustees, different from the people who dealt with the investigation, and its decision is final; either to confirm, modify or reject the original decision made by the Director or 'hearing' committee.

Gross Misconduct

In cases of alleged gross misconduct the procedures are as follows.

GDWG reserves the right to dismiss without notice in cases of Gross Misconduct. Gross Misconduct is bad behaviour by a volunteer that completely undermines the trust and confidence of the Charity in the volunteer's ability to perform his or her duties and could include, for instance (non-exhaustively), racist, sexist or homophobic behaviour or harassment, drunkenness, drug taking, violence, dishonesty, theft, persistent failure to comply with reasonable requests of management or bringing the organisation into disrepute.

STAGE ONE In such cases the volunteer will be suspended followed by an investigation by a panel of no less than three Trustees. The investigation will take place within fourteen working days of the suspension. The volunteer has the right to attend a meeting with the investigating panel. The volunteer will be informed of the meeting, the allegations being made against them and the possible sanctions that will be taken. Following the investigation the panel may decide one of the following: to terminate the volunteer's work with the group, to impose any other disciplinary sanction or to take no further action.

STAGE TWO The volunteer has the right of appeal against any decision. S/he must give notice of appeal, stating his/her grounds within seven working days of any decision taken. The group hearing the appeal should be the Chair and two other Committee members, different from those who are dealing with the investigation, and its decision is final; either to confirm, alter or reject the original decision made by the investigating panel.