

# Grievance & Discipline Policies

## Four Step Grievance Procedure

The Chesterfield Canal Trust Ltd. [CCTL] Is a member-run charity devoted to campaigning for the restoration of the Chesterfield Canal as a "Waterway for All". The organisation therefore welcomes members from every section of the community and the diversity that brings to the membership of the Trust.

As a voluntary organisation, CCTL, has to operate with some basic principles and values – primarily about the way that people will respect and treat each other. These are:

- That people involved with the Trust are there because they share the main aims of the CCTL;
- That they wish to treat others as they want to be treated themselves – with respect; as equals and with honesty;
- That the main aims of the Trust are too important for us to get bogged down in pettiness.

As a volunteer, you can expect the Trust to offer you the following:

- Training for any set of tasks you undertake on its behalf [ the complexity of the training will match the tasks];
- Friendly, but clear guidance and support for your work with the Trust;
- Information to help you understand where your valued contribution fits into the aims of the Trust.

Normally, discussion between volunteers and section leaders can iron out any questions or doubts a volunteer may have about the activities they are being asked to carry out – and this is always the first place to start.

Very occasionally, there may be questions or differences that cannot be ironed out in this way, but for clarity, the Trust has agreed a grievance and disciplinary policy

1. If a member or volunteer feels they have a grievance they should contact their section leader. If the grievance involves the section leader the grievance should be sent in writing marked "Private and Confidential" to:

The Chairman who will reply in writing within 28 working days, having investigated the matter.

NB If the grievance involves alleged safeguarding issues by a member, that member will be asked not to participate in any tasks that involve working with or around children or vulnerable adults until the matter is fully investigated. This does NOT imply that the allegation has substance, and **must** remain confidential whilst being investigated

If the accusation is found to have substance the member or volunteer will be asked to cease all work with the Trust, and Safeguarding Services will be informed to carry forward any statutory investigation( See Safeguarding Policy).

2. The section head will have an informal discussion to ascertain the circumstances of the event and discuss a possible solution.

3. If the grievance is still unresolved and the member or volunteer feels they want to continue the process they must put their grievance in writing within 10 working days of the event to one of the Trustees working with that area of the Trust's activities

4. The grievance will be investigated and once all the evidence has been compiled a

decision will be made by the section head and two other Trustees working in that area of the Trust's work, within 14 days of the date of the written grievance and all parties will be informed.

The appeal process is in writing to the Chairman of the Chesterfield Canal Trust Ltd Board of Trustees who will identify an Appeals Panel consisting of three Members of the Trust, and chaired by an Officer of the Trust. The members of the appeal will have no knowledge of the circumstances of the grievance, but will be experienced in mediation and dispute resolution. Where ever possible they will hear the appeal within 28 working days, and their decision will be final, though will have to be ratified by the Trustees.

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## **Conduct and disciplinary policy**

**The Trust exists and continues to exist because of the generosity and good will of its members. It believes**

- That people involved with the Trust are here because they share the main aims of the CCTL;
- That Members wish to treat others as they want to be treated themselves – with respect; as equals and with honesty;
- That all Members strive to behave in a professional manner when working with the Trust, and recognise the importance of maintaining the Trust's good reputation.
- That the main aims of the Trust are too important for us to get bogged down in pettiness.

The circumstances of any reported incident or 'near miss' will be investigated to understand so that we can learn from it; how it can be prevented in the future and what proportionate action needs to be taken.

Where an incident or 'near miss' occurs and Member conduct is identified as a feature leading to the occurrence, the remedies open to the Trust include:

- closely supervising individuals or specific activities;
- changing operating procedures;
- individuals agreeing to participate in training or other relevant courses of action;
- issuing of a formal warning about conduct to a Member;
- suspension of individuals from participating in Trust activities, and
- expulsion from Membership of the Trust

**Behaviour where disciplinary action would be necessary are very rare indeed, but would include incidents of gross misconduct - which can including but not be limited to:**

- **Actions that might endanger the health or safety of others;**
- **Stealing from the Trust or others in the course of Trust activities;**
- **Physical assault or threatening behaviour towards colleagues or members of the public;**
- **Acting in ways that could bring the Trust into disrepute.**

**Any act of gross misconduct which is proven is likely to have serious implications for the Member's continued involvement with the Trust.**

**“Three Strikes and You are Out” - Disciplinary warnings**

1. First warning will be a verbal warning – recorded on file
2. Second warning will be recorded on file and a letter sent to the Member concerned
3. Final warning will be recorded on file and a letter sent to the Member concerned warning that any further disciplinary occurrence will result in expulsion from the Trust
4. Expulsion from the Trust

Any warning will be given at an investigatory meeting. Everyone involved in the meeting will be given 7 days notice allowing time to seek advice and will be allowed to bring a friend.

The appeal process is in writing to the CCTL board of Trustees and their ruling is final and will be within 28 working days.

Approved by the Trustees .....

To be reviewed [above date + three years]