

CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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Disciplinary Policy

1. Policy Statement

Canolfan Ceiriog CYF is committed to maintaining high standards of conduct, integrity, and respect within all its activities. This Disciplinary Policy sets out the procedure for managing breaches of expected behaviour by employees, volunteers, or individuals acting on behalf of the organisation.

We aim to address issues fairly, consistently, and with a focus on improvement and resolution where possible.

2. Scope

This policy applies to:

- Employees (if applicable)
- Volunteers
- Trustees or committee members
- Contractors and sessional workers
- Any individuals representing Canolfan Ceiriog CYF in an official capacity

This policy does **not** apply to members of the public or hall hirers – those issues are handled via the Complaints Policy and Terms of Hire.

3. Expectations of Conduct

Everyone acting on behalf of Canolfan Ceiriog CYF is expected to:

- Behave respectfully, honestly, and professionally.
- Comply with organisational policies (e.g., safeguarding, data protection, digital safety).
- Treat colleagues, users, and the public with courtesy and fairness.
- Follow reasonable instructions from trustees or supervisors.
- Avoid behaviour that could harm the reputation or operation of the organisation.

4. Examples of Misconduct

Misconduct may include (but is not limited to):

- Persistent lateness or unreliability
- Inappropriate language or behaviour
- Disregard for safety or safeguarding procedures
- Misuse of the organisation's property or resources
- Breach of confidentiality

Gross misconduct (which may result in immediate dismissal or removal) includes:

- Theft or fraud
- Physical violence or threatening behaviour
- Harassment or bullying
- Serious breach of safeguarding or health & safety rules
- Deliberate damage to property
- Being under the influence of alcohol or drugs while on duty.

5. Informal Resolution

Where appropriate, issues will be addressed informally in the first instance:

- A trustee or supervisor may meet privately with the individual concerned.
- The aim is to resolve misunderstandings, offer support, and agree on improvement.
- A note of the discussion may be kept on file.

6. Formal Disciplinary Procedure

If informal steps are unsuccessful or the issue is more serious:

6.1 Investigation

- A trustee will carry out a fair and timely investigation.
- The individual will be informed of the concerns and given the opportunity to respond.

6.2 Disciplinary Meeting

- The individual will be invited to a meeting with at least two trustees.
- They may bring a representative or supporter with them.

- The case will be reviewed and a decision made.

6.3 Possible Outcomes

- No further action
- Verbal or written warning
- Training or support plan
- Suspension or removal from duties
- In the case of gross misconduct: immediate termination of role

7. Appeals

The individual has the right to appeal any formal disciplinary decision.

- Appeals must be submitted in writing within **10 working days**.
- A different trustee or panel (not involved in the original decision) will review the case.
- The outcome of the appeal is final.

8. Confidentiality

All disciplinary matters will be handled confidentially and in accordance with data protection laws. Records will be securely stored and only shared with those directly involved.

9. Review

This policy will be reviewed annually, or in response to:

- A serious disciplinary issue
- Changes in employment or charity law
- Feedback from staff or volunteers

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)
June 2025