



## **Adi's Legacy CiC**

Registered Company number 14334853

### **Volunteer Disciplinary Policy**

This policy applies to all volunteers carrying out activities on behalf of ADI'S LEGACY CiC

#### **Definitions**

- **"Adi's Legacy"** means Adi's Legacy CiC Registered Company number 14334853
- **"Clients"** means recipients of services and goods provided by Adi's Legacy
- **"Volunteer"** means any individual authorised by Adi's Legacy to carry out activities on behalf of Adi's Legacy on a voluntary (non-paid) basis
- **"Workplace"** means any premises or location (including the Adi's Legacy shop) where Adi's Legacy activities are carried out by the volunteer
- **"Volunteer Agreement"** Although volunteers with Adi's Legacy do not have a formal contract or contract of employment each volunteer and Adi's Legacy have an agreement and understanding based on mutual trust and respect which protects the interests of the *volunteer*, the clients and *Adi's Legacy*. This may include some formal elements such as a requirement for a DBS check, issuing of an identity card and signed acceptance of Adi's Legacy policies and procedures.

#### **The purpose of this policy:**

- to protect *clients* who receive and/or interact with *Adi's Legacy* services.
- to protect the integrity, reputation and legal position of *Adi's Legacy*
- to protect all *volunteers* when working for *Adi's Legacy*
- to help and encourage all *volunteers* to achieve and maintain standards of conduct, attendance and job performance

#### **Informal Actions**

All *volunteers* are subject periodic and regular reviews. Reviews may be conducted by telephone or in person, as appropriate, and be carried out by a director or senior team member. The reviews enable performance and conduct to be assessed and informal action may be considered in order to resolve any issues. Such informal action may include asking a *volunteer* to step down from their duties if their commitments are not being met. No formal disciplinary action will be taken against a *volunteer* until the case has been fully investigated.

#### **Formal Actions**

For formal action, the person will be advised of the nature of the complaint against them and will be given the opportunity to state their case, before any decision is made. The person being investigated will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting. At the disciplinary meeting, the person will have the right to be accompanied by a colleague. No person will be dismissed for a first breach of discipline except in the case of gross



misconduct, when the penalty will be termination of the *volunteer agreement* and dismissal without notice. A person will have the right to appeal against any disciplinary penalty.

### **The Procedure**

**Stage 1** – a first written warning If conduct or performance is unsatisfactory, the person will be given a written warning or performance note. Such warnings will be recorded but disregarded for disciplinary purposes after six months of satisfactory service. It may be justifiable to move directly to a final written warning in some cases.

**Stage 2** – a final written warning If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the volunteer. This will include the reason for the warning, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal. A copy of this written warning will be kept on file but disregarded for disciplinary purposes after twelve months, subject to achieving and sustaining satisfactory conduct or performance.

Sanctions which may be imposed include (this is not an exhaustive list):

- Removing a *volunteer* from any interaction or involvement with a specific client
- Requiring the *volunteer* to provide a written apology to any person
- Prohibiting the *volunteer* from carrying out a specific activity for a set period
- Requiring the *volunteer* to attend further training
- Requesting that a *volunteer* works under supervision for a set period

**Stage 3** – termination. If the conduct or performance has failed to improve the *volunteer agreement* may be terminated with or without notice.

### **Gross Misconduct**

If, after the case has been fully investigated, a person is deemed to have committed an offence including in the following list (although this is not an exhaustive list), then the *volunteer agreement* will be terminated with immediate effect and the person dismissed as a *volunteer*

- Theft, fraud or act of dishonesty
- Deliberate and serious damage to property
- Fighting, physical violence or serious abusive behaviour towards people
- Incapacity to carry out their assigned activity due to being under the influence of alcohol or illegal drugs
- Failure or refusal to obey a reasonable instruction without good reason
- Transmitting confidential information outside the organisation
- Serious breach of health and safety obligations
- Serious breach of organisation's rules, policies and procedures
- Serious misuse of *Adi's Legacy* computer, email, social media accounts or internet facilities
- Bringing *Adi's Legacy* into disrepute

Whilst the alleged gross misconduct is being investigated, a volunteer may be asked to stay away from the workplace and to not undertake any duties on behalf of *Adi's Legacy* during this time.



### **Appeals**

A person may appeal against any disciplinary decision and must do so within five working days of receiving notification of such a decision. The appeal must be made in writing and outline the grounds for the appeal. The appeal will be chaired by a director who was not involved in the original disciplinary decision. The decision made at the appeal hearing will be final.

### **Exceptions & Exemptions**

- At this time *Adi's Legacy* does not employ any staff. A separate disciplinary policy would apply to any employees.

This policy should be read alongside all other policies of *Adi's Legacy*

This Policy when approved will be published on the *Adi's Legacy* website  
([www.adislegacy.com](http://www.adislegacy.com))

### **Contact Details**

*Adi's Legacy* is committed to reviewing policies and good practice annually.

This policy was last reviewed on 20 August 2023

Signed : Paula Green  
(Director)