Extract from Staff Disciplinary Code (updated September 2011)

# “5.2 PROCEDURE FOR MISCONDUCT OTHER THAN THOSE CATEGORISED AS UNFAIR DISCRIMINATION AND/OR HARASSMENT

5.2.1 LEVEL ONE (1) - Action by Supervisor

5.2.1.1 Minor breaches of the Disciplinary Code will normally be dealt with by the immediate ***supervisor*** who may issue a verbal ***warning*** after meeting with the ***employee*** concerned.

5.2.1.2 The ***employee*** shall be given fair warning of the alleged breach of discipline, the time of the meeting, and, informed that they may be accompanied by a ***representative*** (ref 5.2.3 below).

5.2.1.3 The ***supervisor*** shall further counsel the ***employee*** in order to induce behaviour or work performance that would avoid any further ***disciplinary action***. In doing so, they shall:

* ensure that the ***employee*** is fully conversant with the transgression or behaviour that is unacceptable;
* establish from the ***employee*** the reason(s) for the transgression or unacceptable behaviour and record it / them accurately;
* agree with the ***employee*** on action that could solve the problem;
* take steps to implement and monitor the agreed corrective action;
* assist the ***employee*** to achieve the goal without creating undue pressure or harassment;
* keep a record of ***corrective counselling*** and verbal ***warning***s which will be kept in the office of the ***supervisor / head of section*** of the relevant section.

Should more severe action be warranted the following procedure will apply.”

(This refers to level 2 action).

Definitions from Staff Disciplinary Code:

* 1. ***SUPERVISOR / HEAD OF SECTION***

shall include any person whose function and responsibility it is to monitor performance or discipline within a defined work zone or sub-section of the University.