

## **IQRA INDEPENDENT SCHOOL POLICY**

### ***Staff Disciplinary Policy***

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## **DISCIPLINARY POLICY**

The aim of the disciplinary procedure is to help and encourage you to achieve and maintain the school's standard of conduct and job performance.

Should your conduct or performance fall below the required standard, the disciplinary procedure will help the school management to motivate and encourage you to reach acceptable standards.

The aim is for all employees to be treated fairly and consistently throughout their term.

### **KEY PRINCIPLES**

- Disciplinary matters will be dealt with promptly.
- No disciplinary interviews will be held nor disciplinary action taken until all the facts have been fully investigated and carefully considered.
- You will be given reasonable notice of any disciplinary interview, depending on the gravity of the offence.
- At every stage of the procedure, you will be advised of the nature of the problem and you will be allowed a full opportunity to state your case before any decision is made.
- You are allowed to have an independent witness present at a disciplinary interview as your representative.
- Should disciplinary action be taken against you, you have the right to appeal the matter to the Ahlul 'ilm (people of knowledge).
- Any procedure(s) within this policy which contradict the Book of Allaah and the Sunnah of the Prophet Muhammed (pbuh) will be void and disregarded and replaced with that which is correct.

### **DISCIPLINARY ACTION**

In the first instance of any behaviour or performance which does not meet the required standards, your immediate line manager will talk to you to find out the causes of the problem and advice accordingly. This may be an investigator interview for a conduct issue.

If the problem is more serious or if the counseling did not lead to an improvement to the required standard, formal disciplinary action may follow. You will be asked to attend a disciplinary interview and you will be given reasonable notice of any such interview. You will be informed of your right to representation.

The formal warning procedure is as follows (*making reference to this policy, each stage of the procedure will be made clear to the employee in writing*):



- **ORAL RECORDED WARNING**

This level of warning may be necessary if counseling did not result in an improvement in performance or conduct. It will also apply to first or minor offences. You will be told the reason for the warning and that it is the first formal stage in the disciplinary procedure.

- **FIRST WRITTEN WARNING**

A written warning will be given in more serious cases OR if another offence is committed within **one term** of the oral recorded warning OR if you continue to fail to meet the required standards of behaviour or performance.

A written warning will confirm the reason for the warning, the length of time allowed for an improvement and the likely consequences of a further breach in the required standards of behaviour or performance.

- **FINAL WRITTEN WARNING**

A final written warning may be issued for serious offences that do not justify dismissal OR where a second offence is committed within **two terms** of the first written warning OR if you continue to fall below the required standard of behaviour or performance.

The final written warning will include the reason for the warning, the review period and will warn that dismissal may result if there is no improvement to the required standards.

- **DISMISSAL**

Should you continue to fail to meet the required standards, despite adequate warnings, you will be given a notice of dismissal.

### Gross Misconduct

This is when behaviour falls so short of what is acceptable that the School could not be expected to continue to employ you. The usual penalty for gross misconduct is dismissal without notice.

The following are some examples of gross misconduct.

- Theft or attempted theft of any property belonging to the school, its employees or customers.
- Unauthorized possession, damage, waste, or use of any property or facilities belonging to the school, its employees or customers.
- Incorrect completion or falsification of any documents relating to your employment at the School.
- Breach of health and safety regulations.
- Breach of computer security.
- Failure to report any accidents or incidents, which will be a breach of the health and safety or child protection policies.
- Refusal to carry out duties or reasonable instructions.

Please note that this is not an exhaustive list – there may be other circumstances that would warrant dismissal without notice for gross misconduct.