

## **Staff Handbook – Disciplinary and Grievance Procedures**

### **Disciplinary Procedures**

The company has a non-contractual disciplinary procedure and follows the Acas Code of Practice on disciplinary and grievance procedures. The code of practice document is widely available online and a hard copy is stored in the operations manager's office at the company head office.

Peninsula Ultrasound is committed to the following key actions when handling disciplinary issues in the workplace and the facilitation of the disciplinary process is the responsibility of the HR Manager.

1. Establish the facts of each case.
2. Inform the employee of the problem.
3. Hold a meeting with the employee to discuss the problem.
4. Allow the employee to be accompanied at the meeting.
5. Decide on appropriate action.
6. Provide employees with an opportunity to appeal.

### **Grievance Procedures**

The company has a non-contractual grievance procedure and follows the Acas Code of Practice on disciplinary and grievance procedures. The code of practice document is widely available online and a hard copy is stored in the operations manager's office at the company head office.

Peninsula Ultrasound is committed to the following key actions when handling grievance issues in the workplace and the facilitation of the grievance process is the responsibility of the HR Manager.

1. Let the employee know the nature of the grievance.
2. Hold a meeting with the employee to discuss the grievance.
3. Allow the employee to be accompanied at the meeting.
4. Decide on an appropriate action.
5. Allow the employee to take the grievance further if not resolved.
6. Grievance and disciplinary procedures may run concurrently or the decision may be made to suspend the disciplinary procedure in order to deal with the grievance.
7. Collective grievances are not covered in the Acas Code so a separate procedure will be agreed when necessary.