



JUNIOR BELFAST GIANTS ICE HOCKEY CLUB DISCIPLINARY PROCEDURE

Junior Belfast Giants Ice Hockey Club aims to have clear guidance for members for setting clear objectives. However, where continuing work delivery problems arise, Junior Belfast Giants Ice Hockey Club believes that the fairest way to resolve issues with a members conduct or performance is to have a well-structured disciplinary procedure. The procedure is designed to help members attain the organisation's standards of conduct, attendance and performance. In addition to an informal verbal warning, members have the following rights in relation to disciplinary action:

- To be informed of the allegations of misconduct or poor performance that have been made and that are to be discussed at any disciplinary hearing
- To be accompanied by a member of the committee
- To make an appeal against any action taken

Disciplinary Procedures

Formal verbal warning

If a members conduct, attendance or performance does not reach the standard required by Junior Belfast Giants Ice Hockey Club and this has not been resolved through standard appraisal, a disciplinary hearing will take place. The issues will be discussed with the member concerned who will have the opportunity to offer an explanation. If the explanation is not satisfactory, the member will be issued with a formal verbal warning and clear targets and timetable for improvement. The discussion will be confirmed to the member in writing and the verbal warning will remain on file for six months.

Written warning

A written warning will be issued when sufficient improvement is not made following a disciplinary hearing where there is already a formal verbal warning in place on the members file, or where the misconduct has been sufficiently serious as to warrant by passing the verbal warning stage. A written warning will remain on file for 12 months, again with clear targets and time frames for improvement.

Final written warning

If there is still insufficient improvement in conduct or performance, a further disciplinary hearing will take place. If no satisfactory explanation is offered but misconduct is not serious enough to warrant dismissal a final written warning will be issued and will remain on file for 12 months. The final written warning will inform the member that any further misconduct or failure to meet the required level of performance will result in dismissal from the club.

Dismissal

If the member still fails to reach the required standards of conduct or performance then they will be dismissed upon the decision that the majority of the committee are agreed. The member will be given the opportunity to provide an explanation to the committee of their failure to meet the required standards at a final disciplinary hearing. As with all stages of the disciplinary procedure the member has the right to appeal and to have a witness present.

If the member is dismissed they will be provided with the reasons for dismissal, a date of termination and details of how they may appeal.



Additional information

The member will always be given as much information as possible regarding the accusations of misconduct or the records detailing failure to achieve the required performance standards. They will be given reasonable notice of the date and time of any hearing which should be held during normal working hours. Any action will be taken after full consideration of the facts.

Junior Belfast Giants Ice Hockey Club has the right to vary the disciplinary procedure or punishment depending on the seriousness of the issues or offence committed by the member in question.

Dismissal due to Gross Professional Misconduct

Instant dismissal at any stage will be made in the following circumstances:

- Evidence of theft
- Sexual or racial misconduct
- Use of illegal substances (This includes smoking and Alcohol if under age).
- Significant threat to reputation or security of the club and other members