

## Discipline Policy

Date: January 2021

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Policy Information	
Policy Title	<i>Discipline Policy</i>
Policy Number:	<i>POL 076</i>
Version	1.0
Policy Sponsor	Head of Human Resources
Policy Owner	Director of Business Support
Committee and date recommended for approval	Business Support Committee 28 January 2021
Date approved by the Board	11 February 2021
Equality Screening Status	1. Screened: <i>20 January 2021</i>
Rural Needs Impact Assessment Status	1. Rural needs impact assessed : <i>20 January 2021</i>
Date Set For Review	<i>January 2024</i>
Related Policies	<ul style="list-style-type: none"> <li>• <i>Anti Bribery Policy</i></li> <li>• <i>Anti Fraud Policy</i></li> <li>• <i>Code of Conduct for Staff Policy</i></li> <li>• <i>Capability Policy</i></li> <li>• <i>Harassment Policy</i></li> <li>• <i>Managing Attendance at Work Policy</i></li> <li>• <i>Policy on Code of Recruitment and Selection</i></li> <li>• <i>Social Media Policy</i></li> <li>• <i>Staff Acceptable Use Policy</i></li> <li>• <i>Information Technology Security Policy, and related suite of policies</i></li> <li>• <i>Staff Appraisal Policy</i></li> <li>• <i>Workplace Alcohol Policy</i></li> </ul>

## **1. Introduction**

- 1.1 The public and employees are entitled to expect the highest standards of conduct from all staff who work for Libraries NI. Staff are required to perform their duties respecting both the users of the service and each other, and recognising their responsibility, as public sector employees, to carry out their duties with honesty and integrity and according to the law. Staff should conduct themselves in a manner which will maintain and strengthen the confidence of the public and each other in the integrity of Libraries NI and should not undertake any action which would bring Libraries NI into disrepute.
- 1.2 The policy has been developed in accordance with the Labour Relations Code of Practice on Disciplinary and Grievance Procedures. It's purpose is to support and maintain high standards of conduct and discipline within Libraries NI.
- 1.3 The provisions of this Discipline Policy apply to all staff who work for Libraries NI, including those working full-time and part-time on a permanent, temporary, fixed term or inward secondment basis and form part of their terms and conditions of employment with the exception of:
  - the Chief Executive (discipline issues will be referred to the Chairperson of Libraries NI Board and the Department for Communities and the principles of Libraries NI Discipline Policy and Procedures will be applied)
  - employees who are still subject to probation
  - agency workers or self-employed contractors.
- 1.4 All staff should familiarise themselves with the contents of the Discipline Policy and Procedures as it applies.
- 1.5 The Discipline Policy should be read in conjunction with other policies and procedures relating to behaviour and conduct including those set out in Section 5 below.

## **2 Purpose**

- 2.1 The purpose of this policy is to support and maintain high standards of conduct and discipline within Libraries NI. It has been drawn up to provide a fair and consistent process for dealing with alleged misconduct.
- 2.2 Where an employee's conduct is considered to be inappropriate, the Disciplinary Procedures should be applied.

## **3 Policy**

### **3.1 Libraries NI will:**

- ensure employees are informed of the type of offence which would result in disciplinary action being taken and what that action may be
- treat employees fairly and consistently when issues of misconduct have been identified as inappropriate.
- provide a fair and consistent process for dealing with alleged misconduct.

3.2 Libraries NI recognises that some employees may find application of the procedure distressing. Employees will be offered support of the confidential counselling services available. Full information about these are available on the Health and Wellbeing page of the intranet.

## **4 Authority**

### **4.1 Policy Sponsor**

The Director of Business Support

### **4.2 Policy Owner**

The Head of Human Resources is the policy owner and responsible for its regular review.

### **4.3 Policy Contact**

Any employee requiring further information about the Discipline Policy and associated procedures should contact the HR Department.

4.4 This policy and accompanying procedure have been subject to consultation with the Trade Union Side. The policy and procedure will be reviewed with Trade Union Side after three years.

## **5 Related Documents**

### **Policy**

- *Anti Bribery Policy*
- *Anti Fraud Policy*
- *Code of Conduct for Staff Policy*
- *Capability Policy*
- *Harassment Policy*
- *Managing Attendance at Work Policy*
- *Policy on Code of Recruitment and Selection*
- *Social Media Policy*
- *Staff Acceptable Use Policy*

- *Staff Appraisal Policy*
- *Information Technology Security Policy, and related suite of policies*
- *Workplace Alcohol Policy*

## **Procedures**

- Capability Procedure
- Code of Procedures on Recruitment and Selection
- Managing Attendance at Work Procedure
- Discipline Procedure
- Whistle Blowing Raising a Concern Procedures
- Fraud Response Plan
- Staff Appraisal Procedures

This list is not exhaustive.