



Registered Charity No:1155139

ATHULA DASSANA

MULTI – CULTURAL BUDDHIST COMMUNITY CENTRE

Statutory minimum disciplinary procedures

By law, at present there are certain minimum steps that must be included in a disciplinary procedure - these are known as the 'statutory minimum procedures'.

Athula Dassana International Buddhist Vihara Dhamma School will follow the steps:

- a letter setting out the reasons or reasons why they are considering disciplinary action
- a meeting to discuss the issue
- a disciplinary decision
- a chance to appeal this decision

We will follow the ACAS code of practice. For further information please visit;

<https://www.gov.uk/disciplinary-procedures-and-action-at-work/how-disciplinary-procedures-work>

The Process:

1. Purpose of the procedure/Introduction

Athula Dassana Multi-Cultural Buddhist Community Center and the Dhamma School aim is to encourage improvement in individual conduct and performance.

This procedure sets out the action which will be taken when the rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

2. Principles

- All volunteers are expected to know the standard of conduct or work expected of them. It is the volunteer's responsibility to seek this information from us.
- Volunteers will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case
- A volunteer is entitled to be accompanied by a representative or other colleague at the meeting
- No volunteer will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Volunteers have the right to appeal against any disciplinary action taken



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3. Informal discussions

Before taking formal disciplinary action, the head of the charity\organisation will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

4. First or formal verbal warning

If conduct or performance is unsatisfactory, the volunteer will be given a written warning or performance note. Such warnings will be recorded but disregarded after two months of satisfactory service, providing there have been no subsequent disciplinary issues.

5. Written warning

If the conduct is regarded as more serious or the volunteer's work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.

After a period of two months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

6. Final written warning

If the volunteer's work or conduct fails to improve, or where the allegation is particularly serious, the head of the charity\organisation will follow the same procedure for a written warning. If proven, a final warning, will be given to the volunteer warning that any further misconduct will result in a dismissal with appropriate notice.

After a period of two months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

7. Gross misconduct

A volunteer can be dismissed without notice on grounds of gross misconduct. The volunteer will be suspended from all his\her work while the circumstances of the alleged incident are investigated.

A dismissal must be confirmed in writing within 5 working days of the date of the disciplinary interview.



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Where a volunteer is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we inform the Department for Children, Schools and Families, other relevant agencies and follow Local Safeguarding Children’s Board guidelines.

8. The right to appeal

If the volunteer wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

9. Further information

If you require any further information please contact the head of the Athula Dassana Multi-Cultural Buddhist Community Center or the Dhamma School Principle.

