



SECTION	People and Culture
POLICY	Discipline Policy and Procedure
DATE OF CREATION	March 2008
VERSION	7
DATE OF ISSUE	1 st September 2026
REVIEW DATE	31 st August 2027

1. Introduction

This policy is designed to help and encourage all Employees at Club Doncaster to achieve and maintain appropriate standards of conduct, attendance, and to improve job performance. The organisation is committed to ensuring that disciplinary matters are handled fairly, consistently, and in accordance with current UK employment law, including ACAS Code of Practice on Disciplinary and Grievance Procedures.

2. Scope and responsibility

This policy applies to all employees. The Chief Executive Officer and Senior Executive Officers are responsible for ensuring all staff are aware and comply with this policy. The People and Culture Department is responsible for advising and supporting the consistent and lawful application of the policy.

3. Examples of misconduct

It is not possible to list all offences or to state what disciplinary action is to be taken for in each case, as every case has to be carefully considered on an individual basis and therefore this list should be regarded as a guideline only. Some examples include, but are not limited to:

- Frequent absence or lateness;
- Dishonesty;
- Causing a conflict of interest;
- Abuse of company equipment;
- Harassment or bullying;
- Misrepresentation;
- Health and safety violations;
- Breach of confidentiality;
- Unprofessional conduct;
- Insubordination.

4. Suspension

An employee may be suspended with pay while an investigation is ongoing, especially in cases of alleged gross misconduct. Suspension is a neutral act.

5. Procedure overview

Stage 1 – Raising a concern

Concerns can be raised by an employee or manager with the People and Culture department, accompanied by evidence or a clear explanation of the alleged issue.

Stage 2 – Investigation

The People and Culture Department will conduct a fact-finding investigation, with at least three days' given. Investigations are not disciplinary hearings and are for establishing facts. The Employee may be accompanied by a colleague or a trade union representative. Notes will be taken and agreed upon at the end of the meeting.

Employees will be provided with copies of relevant evidence before any formal disciplinary hearing to allow reasonable opportunity to prepare their response.

Stage 3 – Outcome of the investigation

Following the investigation, the Employee will be informed in writing of the outcome. If disciplinary action is warranted, the Employee will be invited to a disciplinary hearing with at least three days' notice.

Stage 4 – Disciplinary hearing

Only members of the Senior Executive Officers (or Senior Leadership Team) may conduct disciplinary hearings. The employee has the right to be accompanied by a colleague or a trade union representative. Notes will be taken and agreed upon at the end of the meeting.

A written outcome will be provided.

Stage 5 – Right to appeal

Employees have the right to appeal any disciplinary decision. Appeals must be submitted in writing within 10 days and will be heard by a senior officer who has had no previous involvement.

Informal action

Minor issues may be addressed through informal conversations or coaching. These are not part of the formal disciplinary process, though a record may be retained on file for up to three months.

6. Potential outcomes for disciplinary hearings

Outcome	Meaning	On file for:
No further action required	The Disciplining Officer believed there was no requirement for the hearing, and no further action should be taken.	N/A
Verbal Warning	For initial, less serious misconduct.	6 Months
First Written Warning	For repeated incidents or more serious issues.	12 Months
Final Written Warning	For further misconduct or serious cases.	18 Months
Dismissal or other sanctions	For gross misconduct or failure to improve.	

Gross misconduct may count as, but is not limited to:

- Theft or fraud;
- Serious insubordination;
- Violence;
- Bullying or harassment;
- Breach of health and safety;
- Breach of confidentiality;
- Intoxication at work;
- Safeguarding breaches;
- Misuse of IT/social media;
- Behaviour that brings the Company into disrepute.

7. Appeals

Appeals must be submitted in writing within 10 days of the disciplinary hearing outcome. They will be reviewed by someone from senior management who was not involved in the original decision. The outcome of the appeal is final.

8. Senior management

Disciplinary action against a member of senior management should be heard by the Chief Executive Officer, with the Chair of the board assigned as Appeal Officer.

For disciplinary action against the Chief Executive Officer, the process will be headed by the Chair of the board of directors and the appeal will be heard by a second member of the board.

9. Probationary period and short service

Employees during probationary periods or with short service may be subject to an abbreviated disciplinary or capability process where appropriate. However, Club Doncaster will act reasonably and fairly in all circumstances and will comply with statutory employment protections, including those relating to discrimination, whistleblowing, health and safety, and other day-one employment rights.

10. Right to be accompanied

Employees have the statutory right to be accompanied by a trade union representative or colleague at the investigation and/or disciplinary hearing and/or appeal hearing. If the chosen companion is unavailable on the date of the meeting, the employee may request a delay of up to five working days.

11. Reasonable adjustments

Reasonable adjustments will be considered and implemented where appropriate for Employees with disabilities or other protected characteristics under the Equality Act 2010.

This may include, but is not limited to, adjusting timescales, having alternative formats, having a different support person or modified hearing arrangements.

12. General principles

- No disciplinary action will be taken until the case has been fully investigated.
- The Employee will be advised of the nature of the complaint and have the opportunity to respond.
- The right to be accompanied will be honoured at all formal stages.
- Gross misconduct may result in summary dismissal.
- The disciplinary process may commence at any stage depending on the seriousness of the alleged misconduct.
- Decisions will be communicated in writing, including the right to appeal.
- The ACAS Code of Practice will be followed throughout to ensure fair and lawful treatment.