



Disciplinary Rules and Procedure

Marie's tea room aim is to encourage improvement in individual performance and conduct. Employees are required to treat customers other employees equally, in accordance with the Equal Opportunities Policy. This procedure sets out the action, which will be taken when disciplinary rules are breached.

Principles

- 1. The list of rules is not to be regarded as an exhaustive list.*
- 2. The procedure is designed to establish the facts quickly, and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.*
- 3. At every stage employees will have the opportunity to state their case, and be accompanied by a fellow employee of their choice at the hearing.*
- 4. Only the proprietor and the officer in charge have the right to suspend or dismiss. An employee may however be given a verbal or written warning by their immediate superior.*
- 5. An employee has the right to appeal against any disciplinary decision.*

The Rules

Breach of Marie's tea room discipline rules which can lead to disciplinary action are:

- 1. Failure to observe a reasonable order or instruction.*
- 2. Failure to observe a Health and Safety requirement.*
- 3. Inadequate time keeping.*
- 4. Absence from work without proper cause.*
- 5. Theft or removal of Marie's tea room's property.*
- 6. Loss or damage to or misuse of Marie's tea room's property through negligence or carelessness.*
- 7. Conduct detrimental to the interest of the tea room.*
- 8. Incapacity for work due to being under the influence of alcohol or drugs.*
- 9. Physical assault or gross insubordination.*
- 10. Committing an act outside work or being convicted for a criminal offence which is liable adversely to affect the performance of the contract of employment and / or the relationship between the employee and Marie's tea room.*
- 11. Failure to comply with Marie's tea room's Equal Opportunities Policy.*