

RBI Wales Disciplinary Rules

Introduction

It is necessary to have a minimum number of rules in the interests of RBI Wales (the Organisation).

The rules set standards of performance and behaviour, whilst the procedures are designed to help promote fairness and order in the treatment of individuals.

It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals where they are failing to meet the required standards, and not be seen merely as a means of punishment.

It is your responsibility to familiarise yourself with the following rules and procedures. Any breaches may result in action being taken in accordance with the Disciplinary Procedure. If you have any concerns or require clarification on any issue, please raise them with management.

The Organisation may need to change the rules from time to time and any such changes will be notified to you as appropriate.

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the general rules and rules on gross misconduct shown below, a breach of other specific conditions, procedures or rules that have otherwise been made known to you, will also result in the Disciplinary Procedure being used to deal with such matters.

General Rules

This list is not exhaustive.

- You must conduct yourself and perform your duties at all times in a manner that is in the interests of the Organisation. Any conduct detrimental to its interests or its relations with any third party, or damaging to its public image, shall be considered to be a breach of the Organisation's rules.
- You are expected to maintain a high standard of conduct and to show a conscientious approach to role.
- You must maintain acceptable attendance and timekeeping.
- You are engaged on the basis that you must be prepared to undertake reasonable duties other than those for which you have been specifically engaged to ensure maximum efficiency.
- You must adhere to the Organisation's policy with regard to the use of mobile phones and other devices.
- You are not permitted to remove material or equipment of any kind from the Organisation without prior permission.
- You must notify the Organisation immediately of any incident causing damage to property belonging to the Organisation (e.g. equipment), or to the property of fellow volunteers, coaches, visitors, children or parents/guardians.
- The Organisation's material or equipment must not be used for any unauthorised work.

- You must act in accordance with the Organisation's working procedures.
- Personal hygiene and appearance must be of a high standard.
- Visitors are not allowed into the sessions without prior authority.
- An orderly and courteous manner must be maintained at all times.
- You must comply with the Organisation's rules on no smoking or vaping.
- Unofficial references or opinions about current or ex-volunteers / coaches must not be made or given to third parties under any circumstances.

Gross Misconduct

The following acts are examples of gross misconduct offences and as such may render you liable to summary dismissal without notice and without previous warnings.

It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct.

Illustrative examples of offences that will normally be deemed as gross misconduct include serious instances of:

- fighting, physical assault or dangerous horseplay;
- inappropriate conduct with a child;
- Non-disclosure of convictions whilst volunteering for the Organisation;
- serious cases of bullying, offensive, aggressive, threatening or intimidating behaviour or excessive bad language;
- theft or misappropriation of the Organisation's property or property belonging to another volunteer / coach, or fraud;
- drinking alcohol or being under the influence of alcohol/drugs and/or drug abuse whilst attending coaching sessions;
- being in possession of, or dealing in illegal drugs whilst at coaching / teaching sessions;
- breach of safety rules and/or any action, which seriously endangers the health or safety of a coach or volunteer or any other person whilst at coaching session
- unlawful discrimination, harassment and/or bullying;
- breach of any of the Organisation's policies;
- deliberate damage to property;
- unauthorised recording of any coaching / training sessions, including but not limited to disciplinary meetings;
- deliberate falsification of Organisation records.

Disciplinary Procedure

The Disciplinary Procedure does not form part of your contract of employment.

We retain discretion in respect of the Disciplinary Procedure to take account of the length of time you have been associated with the Organisation and to vary the procedures accordingly.

The purpose of the Disciplinary Procedure is to outline a recognised and consistent system to deal with any issues of conduct, capability, or other circumstances which may result in a disciplinary warning or dismissal from duties.

Before considering a warning or dismissal, steps will be taken by the Organisation to establish the facts.

At any stage of the Disciplinary Procedure you may be suspended whilst investigations are carried out. Suspension is a holding measure and is not to be taken as an indication that any allegations against you will be substantiated. In the event that you become unfit and / or unable to attend any necessary meetings due to sickness during the period of suspension, the Organisation will review the decision to keep you on suspension and, following this review, your suspension may be lifted.

If it is necessary for the Organisation to take action under the Disciplinary Procedure you will be issued with a written statement setting out the nature of the conduct or other circumstances that may result in a disciplinary warning or dismissal. You will only be issued with a disciplinary warning or dismissed following a formal disciplinary meeting, at which you will have been given the right to be accompanied by another member of RBI Wales or an accredited trade union official (if it is one associated with Softball / Baseball coaching / volunteering).

You should make every effort to attend the meeting. Throughout the Disciplinary Procedure you will be given the opportunity to respond to any complaint before any decision on a disciplinary warning or dismissal is taken.

It is not permissible to record, whether audio and/or visual, any meetings which take place as part of this procedure, without our express written authorisation. You should note that unauthorised recording may result in action under the Disciplinary Procedure, which may include dismissal for gross misconduct.

The Organisation may commence the Disciplinary Procedure, depending on the circumstances, at any of the following levels:

Formal Verbal warning

A record of the verbal warning will be placed on your personnel file for 6 months after which it will be disregarded.

Formal Written warning

A written warning will be issued, and a copy placed on your personnel file for 12 months after which it will be disregarded.

Formal Final written warning

A final written warning will be issued, and a copy placed on your personnel file for 12 months after which it will be disregarded.

Dismissal

Dismissal may be with or without notice, depending on the circumstances, and may occur whether or not warnings have been issued. You will be entitled to appeal against any disciplinary or dismissal decision taken, such appeal being held in accordance with the Appeal Procedure, which is outlined below.

Disciplinary Appeal Procedure

If you wish to appeal against any disciplinary decision, you should apply in writing within 5 working days. You will be invited to attend a meeting and you should take all reasonable steps to attend.

After the appeal meeting you will be informed of the final decision. You should address your appeal to the person stated in your Statement.

You will be given the opportunity to be accompanied at the meeting by a fellow coach / volunteer from RBI Wales or accredited trade union official.

It is not permissible to record, whether audio and/or visual, any meetings which take place as part of this procedure, without our express written authorisation. You should note that unauthorised recording may result in action under the Disciplinary Procedure, which may include dismissal for gross misconduct.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.