



**Disciplinary Policy Procedure**

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**Federation / FSU Disciplinary Policy & Procedure**

## **Introduction**

The Disciplinary Policy & Procedure has been drawn up in line with unfair dismissal and discrimination laws as well as the General Data Protection Regulation (GDPR), Data Protection Act 2018 and the Human Rights Act 2018.

This policy and procedure are designed to help and encourage all employees to achieve and maintain appropriate standards of conduct, performance, and behaviour.

The aim of the policy and procedure is to ensure:

* The Federations and Federation Support Unit (FSU) can operate effectively as organisations.
* Employees are encouraged to modify or improve their behaviour, within a given framework and timescale, where their conduct has been below acceptable standards.
* Disciplinary action taken is fair, appropriate and consistent and all who are involved in the process are treated with dignity and respect
* Managers, employees and their representatives are aware of their rights and obligations in matters relating to disciplinary and appeals procedure.

This procedure applies to all Federation and FSU staff conduct & behaviour and deals with misconduct issues. This disciplinary procedure should be read in conjunction with the Disciplinary Rules, which are set out in Appendix 1 of this procedure.

Issues of competence and job performance will usually be dealt with under separate Capability/Performance Procedures.

This policy may also be used to address concerns relating to conduct outside work, including situations where an employee’s conduct brings, or may bring, either the organisation or their own professional body into disrepute.

## **Roles and Responsibilities**

**2.1 Employees**

Employees are responsible for:

* Upholding expected standards of behaviour and abiding by codes of conduct, and any guidelines as set by the Federation/FSU and their own professional bodies.

**2.2 Line Manager/Leads’ Responsibilities**

Line Manager/Leads are responsible for:

* Managing their staff and setting and maintaining appropriate, expected standards of behaviour.
* Being conversant with and follow the procedures as set out in this policy.
* Ensuring that in all instances disciplinary issues are dealt with in a fair, consistent and timely manner.
* Seeking advice and guidance from Human Resources when considering possible formal disciplinary action before proceeding.

**2.3 Human Resources Responsibilities**

FSU Human Resources are responsible for:

* Advising managers on the application of the policy, the process and current employment law implications
* Ensuring the effective implementation of the policy
* Reviewing and amending the policy in consultation with appropriate groups

**2.4 Practice Responsibilities**

Practices where Federation staff are based are responsible for:

* Participating in investigations into alleged misconduct as required
* Maintaining confidentiality regarding disciplinary matters and sharing information on a need-to-know basis only.

## **Guidance and definitions**

"**Employee**" is anyone employed by a Federation or FSU.

**‘’Fellow worker’’** is another employee of the same Federation or another recognised local GP Federation or FSU.

**‘’Trade union representative’’** is a trade union official who is employed by a trade union; or a lay trade union official, as long as he/she has been reasonably certified in writing by his/her union as having experience of, or having received training in, acting as a worker’s companion at disciplinary hearings. Certification may take the form of a card or letter.

"**Investigating Officer**" is any person authorised to carry out an investigation into alleged breaches of discipline to establish the facts of the case.

“**Presenting Officer**” is usually the investigating officer and presents the evidence to the Disciplinary Panel

“**Disciplinary Panel**" is the person or persons authorised to take disciplinary action.

"**Misconduct**" is a breach of discipline which is considered potentially serious enough to warrant recourse to formal disciplinary action (please refer to Disciplinary Rules).

**Gross Misconduct**" is a serious breach of discipline which effectively destroys the employment relationship, and/or confidence which the Federation / FSU must have in an employee or brings the Federation / FSU into disrepute (please refer to Disciplinary Rules).

**Legal Representation will not be permitted at any stage of this Disciplinary Procedure.**

## **Principles**

The following general principles are applicable to all disciplinary cases:

**a**. Employees are directed by their contract of employment to ensure they familiarise themselves with these procedures and the consequences of breaching the Federation / FSU Disciplinary Rules

**b**. In cases where an investigation is necessary, disciplinary action will not be taken against an employee until such an investigation is completed. However, the Federation / FSU reserves the right to proceed with disciplinary action where an employee fails to co-operate with an investigation.

**c**. Where a case is being investigated under this Disciplinary Procedure, the employee will be provided with a copy of this procedure as soon as possible. At every stage in the procedure the employee will be advised of the nature of the complaint and will be given the opportunity to state their case before any decision is made.

**d**. At all stages during the disciplinary procedure, the employee will have the right to be accompanied and/or represented by a colleague or trade union representative and will be given advance notice of this right.

**e**. No employee will be dismissed for a first breach of discipline except in the case of gross misconduct where the disciplinary action may be summary dismissal.

**f**. An employee will have the right to appeal against any disciplinary action imposed.

**g**. In deciding upon appropriate disciplinary action, consideration will be given to the nature of the offence, any mitigating circumstances and previous good conduct.

**h**. The appointed investigator/investigation team will collect information from relevant witnesses. Federation / FSU employees who are witnesses to alleged misconduct will be required to give evidence and may be required to attend disciplinary meetings and/or hearings

**i.** At all stages disciplinary proceedings will be completed as quickly as practicable

**j**. Any disciplinary action will be appropriate to the nature of the proven misconduct

**Right to be accompanied**

Employees are entitled to be accompanied to a formal disciplinary or appeal hearing by a trade union representative or fellow worker.

The companion may address the disciplinary hearing to put forward the employee’s case, sum up their case or respond on the employee’s behalf to any view expressed at the hearing. The companion may also confer with the employee during the hearing but is not permitted to answer questions on their behalf.

If the employee’s choice of companion is not available to attend at the time proposed for the hearing in question, then the employee may propose an alternative time for the hearing to take place. The alternative date proposed must be within five working days of the initial hearing date.

## **Failure to attend meetings/hearings**

Employees are expected to participate fully with the disciplinary process. If a Federation / FSU employee cannot attend a meeting/hearing through circumstances outside her/his control and unforeseeable at the time the meeting/hearing was arranged they must notify the relevant FSU Human Resource Officer/Advisor and provide reasons.

The HR Officer will arrange one further meeting/hearing. Failure to attend this rearranged meeting/hearing may result in the disciplinary process continuing in their absence based on the information available.

## **Action in particular cases**

**a**. **Police enquiries, legal proceedings, cautions and criminal convictions not related to employment**

Police enquiries, legal proceedings, caution or a conviction relating to a criminal charge shall not be regarded as necessarily constituting either a reason for disciplinary action or a reason for not pursuing disciplinary action. Consideration must be given as to the extent to which the offence alleged or committed is connected with or is likely to adversely affect the employee’s performance of duties, calls into question the ability or fitness of the employee to perform his or her duties or where it is considered that it could bring the Federation / FSU into disrepute. In situations where a criminal case is pending or completed the Federation / FSU reserves its right to take internal disciplinary action.

**b**. **Federation / FSU duty to make referrals**

The Federation / FSU is required, under the Protection of Children and Vulnerable Adults (NI) Order 2003, to make a referral to the DoH if a person working in a child care or vulnerable adults position has been dismissed, would have been dismissed, or considered for dismissal had he/she not resigned, or has been suspended, or transferred from a Child Care or vulnerable adults position.

Further, the Federation / FSU has a duty to make referrals to relevant professional bodies e.g. The Pharmaceutical Society NI (PSNI), NMC, GMC, NI Social Care Council, HPC and also to the Police Service of Northern Ireland (PSNI) in appropriate cases.

In cases of alleged theft, fraud or misappropriation of funds, action should include consultation with the relevant FSU Manager, DoH and the PSNI as appropriate.

No referral will be made except in exceptional circumstances where this is deemed appropriate.

**c. Notifying Host Practices**

All Practice based Federation employees should be advised that appropriate staff within the Practice where they are based may need to be informed of any investigation or disciplinary processes undertaken. Information will be shared with Practices as considered relevant and proportionate at the discretion of the Lead/Line Manager seeking HR advice if required. Practice staff may also be asked to participate in any relevant investigation processes.

**d.** **Suspension from Work**

Suspension is a neutral act and does not imply guilt.

Management reserves the right to immediately suspend an employee with pay. Precautionary suspension must be authorised by the appropriate senior manager.

However, there are circumstances, such as lapsed registrations for professionals when suspension is without pay. See Regulation and Professional Registration Policy as applicable.

Before suspending an employee, the manager should assess if there is a significant risk to the organisation in areas such as clinical care, the safety of other persons/patients and/or any investigation.

Where these risks can be managed alternatives to suspension should be used. The appropriate senior manager should consider other alternatives, for example transfer of employee, restricted or alternative duties if considered feasible and appropriate.

Any decision to precautionary suspend from work, restrict practice, or transfer temporarily to other duties must be for the minimum necessary period of time. The decision must be reviewed, by the appropriate senior manager, every 4 weeks.

There will be regular contact with the employee during suspension to offer support such as employee assistance services and keep the employee advised of progress with the investigation. The employee should remain available to participate and attend in any investigation and conduct hearings as required. Annual leave can be requested as long as it does not interfere with the investigation or conduct process.

**e. Grievances or bullying and harassment complaints.**

Where an employee raises a grievance or bullying and harassment complaint during a conduct process, the process may be temporarily suspended to deal with the grievance or complaint. Where the grievance or complaint and conduct case are related, it may be appropriate to deal with both issues concurrently.

## **Procedure for dealing with minor incidents of misconduct**

**7.1 Informal process**

It is expected that many minor incidents of misconduct will be dealt with in an informal manner through effective communication and support between managers and employees and through informal one-to-one processes such as supervision and training if relevant. Such issues should be dealt with informally on a one-to-one basis.

Managers should make a note of any informal interventions to improve conduct and share a copy with the employee by way of normal supervision notes or through an email with the employee.

**7.2 Verbal warnings**

In addition to the above, the line manager has the discretion to issue a verbal warning for minor misconduct. If this is applicable, the manager will follow these steps:

* Manager investigates matter
* Manager meets with employee
* Manager issues verbal warning
* Verbal warning is confirmed to employee in writing and is deleted from their record after 6 months
* Employee has right to appeal to the next line manager

Appeal request should be submitted within 5 working days.

The right to be accompanied by a fellow worker or trade union representative will apply throughout the informal process.

The informal nature of the discussion means that written notification of the meeting is not required. However, as it will be helpful to be clear about what is expected in order to address any issues, the manager will write to the employee following the discussion to confirm the key points and outcomes that have been agreed and, if relevant, that a failure to improve may lead to formal action being taken.

## **Formal disciplinary procedure**

Where informal procedures as above have not been successful, or more serious misconduct is alleged the following procedure should be followed.

**8.1 Formal investigation**

Necessary formal investigations of potential disciplinary matters must be carried out without unreasonable delay to establish the facts by an appropriate person. This may take the form of holding an investigatory meeting (s) with the employee and/or other witnesses and/or gathering evidence from other sources as relevant.

Prior to a formal investigation commencing, an investigation terms of reference document will be agreed with the appointed investigator with input from the manager/Lead commissioning the investigation and FSU Human Resources.

The Investigating Officer is responsible for establishing the facts of the case. The investigation will be conducted as quickly as is reasonable and practicable taking account of the extent and seriousness of the allegations. The Investigating Officer should meet with the employee who may be accompanied by a trade union representative or fellow worker.

The Investigating Officer should explain the alleged misconduct to the employee. The Investigating Officer should ensure that any witnesses are interviewed, and that all relevant documentation is examined before decision is made on the appropriate course of action. The investigating officer may also be asked to make recommendations as per the agreed investigation terms of reference.

It should be noted that, if an issue has already been investigated under another agreed procedure (e.g., harassment and bullying) and disciplinary action has been recommended, then there is no requirement to reinvestigate under this Disciplinary Procedure.

 **Outcome of Investigation**

Upon completion of the formal investigation the investigation report will be submitted to the manager who requested the investigation, and a decision will be made regarding the appropriate course of action.

If it is felt that there is a case to answer a decision should be made to proceed to a disciplinary hearing.

Where it is found that there is no formal disciplinary case to answer, no further action need be taken, and the member of staff should be informed of this in writing.

**8.2 Employees Resigning from Employment**

Where an employee voluntarily resigns from their post and leaves the organisation before an investigation or disciplinary matter is concluded, the Federation/FSU, in light of its public responsibilities, reserves the right to proceed with the process; reaching a decision in the absence of the individual should they choose not to attend the subsequent hearing in person.

The Federation/FSU also reserves the right to report the matter to the relevant professional body (e.g., PSNI, NMC etc ).

In such situations where an employee has not been present at the hearing notification of the Federation/FSU’s decision will be forwarded in writing. The employee will be made aware of any follow up action including the reporting of appropriate information to the relevant professional body.

**Formal disciplinary hearing**

**8.3 Hearing**

**a**. If it is considered that there is a case to be answered following investigation, the employee should be called to attend a disciplinary hearing before the appropriate Disciplinary Panel. A copy of this Disciplinary Procedure should accompany the letter advising of the hearing. The employee should be informed in writing of the allegation/s which has led to the consideration of formal disciplinary action and the right to be represented. Where dismissal is a possible outcome of a disciplinary hearing this will be advised of within the invitation to interview letter. Any documentation intended for use by either party at the Disciplinary Hearing should be exchanged no later than five working days prior to the hearing.

**b**. The Disciplinary Panel is made up of 2 managers at an appropriate level. Due to the nature of the Federations as separate employing authorities, it may be necessary to incorporate appropriate panel members from the Federation / FSU Board, or from another Federation.

**c.** Where an employee’s professional competence/conduct is in question the Disciplinary Panel may, if needed, invite a suitably qualified experienced person from the same profession to attend the Hearing as an expert adviser. The adviser does not have a decision-making role.

**d**. The employee shall normally be present during the hearing of all the evidence put before the Panel; however the employee may choose not to attend the hearing. It should be made clear that the hearing will proceed in his or her absence. Any submission by the employee in writing or by his or her representative will be considered. The Federation / FSU reserves the right to proceed to hear a disciplinary case in the absence of the employee where no adequate explanation is provided for the employee’s absence.

**f.** Any witnesses required to attend the hearing should be granted the appropriate time off from their work. The employee representative cannot be a witness or potential witness to the disciplinary process.

**g.** At the Hearing, the case against the employee and the evidence should be detailed by the presenting officer and the employee should set out his/her case and answer the allegations.

**h**. Witnesses may be called by either party and can be questioned by the other party and/or by the Disciplinary Panel. The presenting officer and the employee/representative will have the opportunity to make a final submission to the Disciplinary Panel at the end of the Hearing with the presenting officer going first. The Disciplinary Panel has the right to recall any witnesses but both sides and their representatives have the right to be present.

**8.4 Disciplinary decision**

**a**. The Disciplinary Panel will review all the evidence presented before taking its decision. The Disciplinary Panel will determine on a balance of probability whether the allegations were or were not proven. Before deciding on the appropriate disciplinary action, the Disciplinary Panel should consider any mitigating circumstances put forward at the hearing and take account of the employee’s record.

**b.** The decision should be communicated in writing to the employee normally within 10 working days of the date of the hearing. In the case of formal or final written warnings, the timescale of any sanction should be specified. The employee should be advised of the consequences of further breaches of discipline and informed of the right and method of appealing the decision.

**c**. In the case of dismissal, the employee should be advised that the decision of the Disciplinary Panel will be fully implemented pending appeal. Pay pending appeal will only be paid in the following circumstances (with the exception of summary dismissal):

- In all circumstances an appeal hearing shall be organised within 12 weeks of the original hearing. - The appeal hearing should be organised in a timescale which allows proper representation to occur, consistent with principles of natural justice. - Payment will be recommenced at week 6 in circumstances where management alone have failed to convene an appeal hearing within the aforementioned timescale.

**8.5 Disciplinary action**

The Disciplinary Panel may impose one or more of the following disciplinary sanctions / actions:

**a. Formal Warning** - a formal warning may be given following misconduct or where misconduct is repeated after an informal warning has been given. A formal warning will remain on the employee’s record for a period of one year. The warning should be accompanied by advice to the employee on the consequence of any repetition or continuance of the misconduct that has given rise to the disciplinary sanction / action.

**b. Final Warning** - a final warning may be given when the misconduct is considered more serious or where there is a continuation of misconduct which has led to previous warnings and/or informal action. A final warning will remain on the employee’s record for a period of 2 years. The warning should be accompanied by advice to the employee on the consequence of any repetition or continuance of the misconduct that has given rise to the disciplinary sanction/action.

**c. Transfer and/or Downgrading** - the Disciplinary Panel may decide that the most appropriate course of action should be either transfer, downgrading or both. These disciplinary actions may be imposed in addition to either a formal warning or a final warning as appropriate.

**d. Dismissal** – Dismissal will apply in situations where previous warnings issued have not produced the required improvement in standards or in some cases of Gross Misconduct.

**e. Summary Dismissal** – in some cases where Gross Misconduct has been established, an employee may be summarily dismissed i.e. without payment of contractual or statutory notice.

NOTE: If the misconduct is proven the Disciplinary Panel may recommend that any associated financial loss should be recouped from the employee. This should be referred to the relevant Federation / FSU Chair for further consideration.

## **Disciplinary appeals**

**a**. An employee wishing to appeal disciplinary action should write to the relevant FSU Human Resources Officer/Advisor stating the grounds of their appeal within 5 working days of receipt of the letter containing the disciplinary decision. The appeal hearing will be arranged as early as practicable, and the employee will have the right to be represented. The employee will normally receive 5 working days’ notice of the date of the appeal hearing. Appeal hearings will be arranged in as timely a manner as practicable in all cases.

**b.** The Appeal Panel will comprise 2 managers from the Federation / FSU who have had no previous involvement in the case and who are normally at a more senior level than the Disciplinary Panel. Where the employee’s professional competence/conduct is in question, the Appeal Panel may invite a suitably qualified and experienced senior officer in the same profession from the Federation / FSU or outside the Federation / FSU to attend the hearing as an assessor. The assessor has no decision-making role.

**c**. The purpose of an appeal hearing is to consider the employee’s grounds of appeal. The Appeal Panel will permit additional evidence not available or provided at the Disciplinary Hearing to be considered only if it is considered relevant to the original allegation.

**d.** The Appeal Panel will have the authority to confirm, set aside, or reduce the decision of the Disciplinary Panel. It will not have the right to increase the decision of the Disciplinary Panel. Where the decision of the Appeal Panel involves a variation of the original disciplinary decision, it should state the reasons and any operative date. The decision of the Appeal Panel is final and will be conveyed in writing to the appellant within 10 working days after the hearing. In the event of delay a written explanation will be provided.

**e**. In the event of reinstatement following an appeal the appropriate back payment will be made.

## **Modified dismissal and disciplinary procedure**

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There may be **some limited and very exceptional situations** involving alleged acts of gross misconduct where some of the general principles of the Disciplinary Policy and Procedures for Misconduct will not apply. These situations will be where:

* dismissal is without notice and occurs at the time when the Federation/FSU became aware of the misconduct or immediately thereafter.
* the employer is entitled, in the circumstances, to dismiss by reason of the misconduct without notice and without pay in lieu of notice; and
* the employer believed that it was reasonable, in the circumstances, to dismiss before enquiring into the circumstances in which the misconduct took place.

In these **very exceptional situations,** the following **modified procedure** will apply:-

**Step 1 Statement of grounds for action**

The Federation will provide the dismissed employee with:-

* a written statement of the alleged misconduct which led to the dismissal; and
* written particulars on the Federation’s basis for thinking at the time of the dismissal that the employee was guilty of the alleged misconduct; and
* a written confirmation of his/her right of appeal against the dismissal.

**Step 2 Appeal**

If the employee wishes to appeal, he/she must inform the relevant FSU Human Resources Officer/Advisor within 5 working days.

The Appeal hearing shall be heard within 5 working days of receipt of the request or as soon as reasonably practicable.

The employee must take all reasonable steps to attend the hearing.

The employee has the right to be accompanied at the appeal hearing.

The result of the appeal hearing shall be notified to the employee within 10 working days of the appeal hearing.

## **Review of the procedures**

These procedures should be reviewed periodically as set out by HR Policy Development Forum.

## **Equality statement**

In applying this policy, the GP Federation/FSU will have due regard for the need to eliminate unlawful discrimination and promote equality of opportunity.

## **Data protection / GDPR**

In applying this policy, the Organisation will have due regard for the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Personal Confidential Data of data subjects will be processed fairly and lawfully and in accordance with the six data protection principles. Data Subject’s Rights and freedoms will be respected and measures will be in place to enable employees (data subjects) to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal confidential data.

**Signatories:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice Chair**

## **Appendix 1**

**Federation / FSU disciplinary rules**

In accordance with paragraph 1 of the Federation / FSU Disciplinary Procedure, Disciplinary Rules are set out below. Conduct is categorised under the headings of “Misconduct” and “Gross Misconduct”. This list should not be regarded as exhaustive or exclusive but used simply as a guide.

In determining the appropriate heading, managers are required to carefully consider the circumstances and seriousness of the case.

**Misconduct**

Listed below are examples of offences of misconduct, other than gross misconduct, which may result in disciplinary action and/or counselling/informal warning in the light of the circumstances of each case. Where misconduct is repeated within 24 months this may lead to dismissal.

* Inappropriate or unacceptable conduct or behaviour towards employees, patients,
* residents, clients, relatives or members of the public
* Abuse of employment position and/or authority.
* Absenteeism
* Unauthorised Absence
* Insubordination.
* Poor Timekeeping.
* Dishonesty.
* Unsatisfactory Performance
* Unsatisfactory conduct
* Failure to adhere to contract of employment.
* Failure to comply with the responsibilities and duties of employment position.
* Failure to comply with FSU Rules and Procedures, Policies and Practices.
* Failure to declare outside Employment/Activities – Failure to declare any outside
* activity which would impact on the full performance of contract of employment.
* Failure to conform to safety, hygiene, security rules and regulations
* Misuse of Federation / FSU Resources- internet, e-mail, telephone etc. (see
* Federation / FSU policies)
* Misuse of Federation / FSU Property -neglect, damage, or loss of property,

equipment or records belonging to the Federation / FSU, clients, patients,

* or employees
* Use of foul language.
* Gambling on FSU Premises
* Dangerous horseplay.
* Discrimination, victimisation, harassment or bullying on any grounds
* Breach of confidentiality.
* Alcohol/Drugs misuse
* Being an accessory to a disciplinary offence

**Gross misconduct**

The following are examples of Gross Misconduct offences which are serious breaches of contractual terms which effectively destroy the employment relationship, and/or the confidence which the Federation / FSU must have in an employee. Gross misconduct may warrant summary dismissal without previous warnings or payment in lieu of notice.

* Theft - Theft from the Federation / FSU, its employees, patients, clients, residents or the public including other offences of dishonesty.
* Fraud - Falsification of documentation or records pertaining to patients, clients, staff, or other persons. Misrepresentation which results, or could result in financial gain (e.g. applications for posts, pre-employment medical forms, timesheets, clock-cards, subsistence and expenses claims etc.)
* False declarations made during the recruitment process
* Being under the influence or misuse of Alcohol or Drugs - Being under the influence of alcohol, unauthorised consumption while on duty or during working hours. Reporting for duty smelling of alcohol. Misuse of drugs e.g. through misappropriation or being under the influence of drugs.
* Breaches of safety, hygiene, security rules and regulations endangering one’s own or another’s physical well-being or safety.
* Issues of probity.
* Physical violence / assault or other exceptionally offensive behaviour.
* Criminal conduct- including failure to notify the Federation / FSU of a criminal offence either at work or outside of work. Consideration will be taken of criminal conduct/convictions and relevance to the employee’s position.
* Breaches of confidentiality.
* Discrimination, victimisation, harassment or bullying on any grounds
* Serious breaches of Federation / FSU rules, policies, procedures and practices
* Malicious or vexatious allegations or intimidation against another employee
* .Serious insubordination.
* Ill-treatment or wilful neglect of patients, clients, residents.
* Breaches of contract of employment and/or Professional Codes of Conduct.
* Some outside employment/activities-engaging in outside employment/activities that would prevent the efficient performance of duties, adversely affect health, bring into question loyalty and reliability or in any way weaken confidence in the Federation /FSU business.
* Engaging in outside employment when contracted to work for the Federation / FSU unless otherwise agreed or where outside work is undertaken in competition with the Federation / FSU.
* Abuse of sick pay provisions.
* Bringing the Federation / FSU into Disrepute.
* Misuse or unauthorised use of property. Unauthorised use or removal of Federation / FSU property. Damage caused maliciously or recklessly to property, equipment or records belonging to the Federation / FSU, clients, patients, residents or employees
* Misuse of Federation / FSU resources, including IT resources (see IT policies), or misuse of Federation / FSU name.
* Serious professional misconduct or negligence
* Unauthorised sleeping on duty
* Misuse of social media sites either during or outside of working hours
* Serious lack of care to duties or other people/patients which could result in serious loss, damage or injury (‘gross negligence’)
* Serious breach of data security requirements, any activity that could breach security of Federation/FSU/Practice ICT Infrastructure including serious misuse of authorised access / unauthorized access to information and systems.
* Serious breach of trust and confidence - Any act which causes irreparable damage to the relationship of trust and confidence between the employee and the Federation/FSU.