

Foxton Canal Museum



EQUAL OPPORTUNITIES POLICY

The Foxton Inclined Plane Trust is firmly committed to the principle of equal opportunities in both the delivery of services and employment. Equality of opportunity means that service users, job seekers and employees will be treated equally and fairly. Regardless of their colour, race, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age or any other unjustifiable criterion.

The Foxton Inclined Plane Trust seeks to create an environment in which services and employment are provided without fear of discrimination. The Foxton Inclined Plane Trust is opposed to all forms of unlawful and unfair discrimination and harassment of any kind. The Foxton Inclined Plane Trust has the responsibility for establishing an Equal Opportunities Policy and the Chairman of the Trust is responsible for its implementation throughout the affairs of the Trust.

DELIVERY OF SERVICES

Foxton Inclined Plane Trust services are available and accessible to members of the public regardless of any of the considerations mentioned above.

The Foxton Inclined Plane Trust will seek to encourage good practice by contractors, before awarding major contracts; enquiries are made of potential contractors about their race relations policies and practices. The contract documents contain terms requiring contractors to comply with their statutory obligations and to observe good race relations practices.

Members of the public, including job seekers, who consider they have been unfairly treated under this Equal Opportunities Policy, may use the Foxton Inclined Plane Trust's complaints procedure. All complaints will be dealt with promptly and courteously.

RESPONSIBILITIES OF ALL FOXTON INCLINED PLANE TRUST EMPLOYEES INCLUDING VOLUNTEERS

The Foxton Inclined Plane Trust requires all its employees and volunteers to behave in a non-racist, non-sexist and generally non-discriminatory way. This applies to the way they behave to members of the public in the delivery of services and to other employees in the course of their work. Employees and volunteers should participate actively in measures introduced by the Foxton Inclined Plane Trust to ensure that

there is equality of opportunity and non-discrimination; Employees and Volunteers should also draw the attention of management to alleged unlawful discriminatory acts of practices. Should employees and volunteers through the course of their employment, be found to have caused or encouraged discrimination, this will be regarded as a particularly serious offence, rendering them liable to disciplinary action.

All recruitment decisions are made regardless of any of the considerations mentioned above, apart from the few exceptions which are permitted by law. Support is available for people with disabilities.

Any employee or volunteer who has a concern regarding unfair discrimination or harassment at work may use one of the formal grievance procedures of the Foxton Inclined Plane Trust. The use of the internal procedures does not affect an employee's right of reference to an industrial tribunal within the statutory time limits.

Approved by the Council of Management
Trevor Towers, Chairman of Foxton Inclined Plane Trust
Date 25 January 2002 DRAFT COPY Michael G Beech Minute Number

DISCIPLINARY PROCEDURE

For Employees of the Foxton Inclined Plane Trust

Disciplinary rules and procedures are necessary for promoting fairness and order in the treatment of individuals and in the conduct of industrial relations. They also assist an organisation to operate effectively. Rules, set standards, procedures help to ensure that standards are adhered to, and also provide a fair method of dealing with alleged failures to observe them. (ACAS Code of Practice and Disciplinary Practice and Procedures in Employment)

1. THE AIMS OF THIS DISCIPLINARY PROCEDURE ARE TO:

- 1.1. Provide a fair and consistent means for dealing with unsatisfactory conduct or performance at work
- 1.2. Ensure that offences are thoroughly investigated and offenders are given the opportunity to state their side of the case
- 1.3. Allow for individuals to be accompanied by a colleague of his/her choice at disciplinary meetings in an observer capacity and take minutes of the proceedings
- 1.4. Encourage employees to maintain responsible attitudes and conduct at work and to give offenders the opportunity to improve

2. OFFENCES

It is not possible to give exhaustive lists of every offence, which would incur disciplinary action. Responsible, reasonable and adult behaviour is expected of all employees. It is possible however to distinguish between two types of offences. *General & Serious*

3. EXAMPLES OF GENERAL OFFENCES, WHICH WILL BE SUBJECT TO DISCIPLINARY ACTIONS ARE AS FOLLOWS:

- 3.1. Poor timekeeping, absenteeism and unauthorised absence from place of work
- 3.2. Poor standard of work or performance, carelessness, wasteful practice or inadequate attention to work
- 3.3. Lack of co-operation, refusal to follow instructions or established methods, disruption of the work of others

4. EXAMPLES OF SERIOUS OFFENCES, WHICH WILL BE SUBJECT TO DISCIPLINARY ACTION ARE AS FOLLOWS:

- 4.1 Fighting or physical assault on another employee or member of the public while at work
- 4.2 Disregard or breach of safety, health or fire regulations

4.3 Theft or unauthorised possession of Company property, unauthorised possession, damage or misuse of property belonging to either a customer or a fellow employee of the Company

4.4 Consuming or being under the influence of alcohol at work, unauthorised possession or misuse of drugs

4.5 Breach of a Common laws duty

N.B. The above are illustrative and not exhaustive.

5. DISCIPLINARY ACTION MAY INCLUDE:

5.1 Oral or written warnings

5.2 Suspension from work without payment

5.3 Dismissal

5.4 Demotion

6. THE EXTENT OF DISCIPLINARY ACTION TAKEN AGAINST OFFENDERS WILL VARY ACCORDING TO:

6.1 The seriousness of the offence

6.2 The disciplinary record of the offender

7. THE GENERAL OFFENCE, WHICH IS FLAGRANTLY OR REPEATEDLY COMMITTED MAY BE REGARDED AS SERIOUS, SERIOUS OFFENCES MAY RESULT IN DISMISSAL OR A PERIOD OF SUSPENSION WITHOUT PAYAND/OR DEMOTION

8. INVESTIGATION AND DISCIPLINARY MEETING:

8.1 A person appointed by the Foxton Inclined Plane Trust Council of Management or a Sub Committee Chairman will ensure that satisfactory standards of work are maintained and will discuss, help and advise employees whose work falls below the required standard before taking disciplinary action. It will be the intention of the Trust to settle all matters in an amicable fashion by discussion disciplinary action will be considered a last resort.

8.2 When a Sub Committee Chairman is not satisfied with an employee's conduct or when it appears that an offence has been committed the employee concerned will be informed that the matter will be investigated to determine whether or not disciplinary action is justified.

8.3 The employee concerned will be given an opportunity to explain his/her side of the case and has right to be accompanied by his/her chosen personal friend at the disciplinary meeting in an observer capacity and take minutes of the meeting.

9. DISCIPLINARY ACTION

9.1. The object of the investigation and the disciplinary meeting is to enable the Sub Committee Chairman to decide what, if any disciplinary action is appropriate

- 9.2. In the case of general offences, this may be an oral warning or a written warning depending on the frequency or severity of the offence. The offender will be informed that this action is the first stage in the disciplinary procedure and that failure to improve, or repetition of the offence may lead to dismissal
- 9.3. Serious offences or further general offences will follow the same procedure and offenders may be subject to a Final Written Warning, which renders the employee liable to dismissal following a further offence. A period of suspension without pay/demotion in those cases where previous record or long service justifies this as an alternative to dismissal with or without notice, depending on the seriousness of the offence
- 9.4. Sub Committee /Chairman may issue warnings a record of which will be retained in the employees personal file
- 9.5. Decisions to suspend an employee without payment, demote or dismiss an employee will be reported to the Trust Chairman for confirmation or otherwise. The Trust's Chairman will investigate and interview the parties before any employee is dismissed from the Trust's employment for disciplinary reasons

10. APPEAL

- 10.1. Employees may appeal against any disciplinary action taken against them with the exception of verbal warning. Employees may appeal to the Trust's Chairman against decisions taken by the Sub Committee within seven working days. Appeals will follow the same procedure as other disciplinary meetings with investigation, opportunity to present the employee's case and the right to be accompanied by a personal friend in an observer capacity and to take minutes of the proceedings. Appeals must be in writing, setting out the grounds for the appeal.
- 10.2. An independent person from the museums Association may be appointed to advise both parties. This person will discuss the matter with each side, and offers advice to both parties.

11. OPERATION PROCEDURE

- 11.1. Written warnings will be entered in the employee's record and will stand for a period of up to twelve months or such shorter period as may be agreed from the date of the offence. The employee will receive a copy of the written warning
- 11.2. When the disciplinary case concerns an employee's capability or job performance, action taken may include demotion or transfer to another job as an alternative to dismissal
- 11.3. It should be understood that disciplinary action will be taken in accordance with the severity of the offence. It is not a mechanical process, which inevitably follows the pattern of oral warning, written warning, further written warning, final warning, suspension or dismissal. In some cases, a first offence may warrant a written or even final written warning. Serious offences may warrant suspension or dismissal whether or not oral or written warnings have been previously given.

GRIEVANCE PROCEDURE

For employees of the Foxtton Inclined Plane Trust

1. GRIEVANCE PROCEDURE

- 1.1 If you have a grievance relating to your employment, you should normally discuss the matter with your immediate supervisor in the first instance. If you feel unable to discuss the matter with your immediate supervisor an appointment will be arranged with the Chairman of the Trust.
- 1.2 A grievance may be submitted at any time that will not result in interruption to customer service.
- 1.3 If this does not result in your grievance being settled, you should set out your grievance in writing and forward it to the Secretary of the Trust with seven working days. Arrangements will be made to listen to your grievance by a Sub Committee of the Council of Management and a reply will be given within seven working days following the hearing.
- 1.4 All grievances will be discussed and talked through. If, however, they cannot be resolved in this way, an independent arbitrator will be appointed from the Museums Association. Such arbitrators will be asked to discuss the situation separately with each party. They must not "take sides" but they may offer independent advice to both parties.

2. TIME LIMITS

- 2.1 The time limit for each stage of this procedure may be extended by mutual agreement of the parties involved at that stage.
- 2.2 An employee at a grievance hearing at stage 1.2 may be accompanied by a personal friend of his or her choice in an observer capacity and to take minutes of the proceedings.