



Disciplinary Rules

The following are examples of behaviour which the federation finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards pupils.
- Physical violence, actual or threatened towards other staff or visitors to the Federation.
- Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the federation.
- Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the federation.
- Theft of federation monies or property and of monies or property of colleagues or visitors to the federation.
- Removal from federation premises of property which is not normally taken away without the express authority of the Heads of Federation may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, supply cover claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of federation property or of property belonging to other staff or visitors to the federation.
- Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the federation.
- Any wilful act which could result in actionable negligence for compensation against the federation.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the federation community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the federation into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings:

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
- Conduct which it is considered adversely affects either the reputation of the federation or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.