

Disciplinary Policy

22nd April 2017

Policy Number: 7.6

Policy Name: Disciplinary Policy

Description: Setting out the Company framework towards internal disciplinary matters

Version No.	Amendments	Issue Date	Issued By
1	Transfer to new template	27 th September 2016	Group HR
2	Final issue following comments by HRD	1 st February 2017	Group HR
3	Approved and released	22 nd April 2017	Group

Contents

Contents	1
1. Objective	2
2. Scope.....	2
3. Introduction	2
4. Informal and Formal Discussions.....	2
5. Misconduct and Gross Misconduct.....	2
6. Suspension from Duty	3
7. Disciplinary Outcomes	3
8. Responsibility.....	4
9. Linked Documents	4
10. Modification history	4

1. Objective

- 1.1. The objective of this policy is to provide a clear framework for Nord Anglia Education's internal disciplinary process, to ensure that issues of misconduct are managed effectively and that employees are treated fairly and consistently when disciplinary action is necessary and to ensure that employees understand the implications of misconduct.

2. Scope

- 2.1. This policy applies to all employees. This policy applies from the first day of employment and applies at any time when an employee is representing the Company during or outside of normal working hours.

3. Introduction

- 3.1. Disciplinary action may be necessary where an employee has acted outside of their terms and conditions of employment or Nord Anglia Education's Code of Conduct or the Company's expectations. Where disciplinary action is considered necessary, the employee(s) will be treated fairly and consistently.

4. Informal and Formal Discussions

- 4.1. In many cases, early discussions with the employee(s) causing a concern may be a satisfactory method of dealing with problems and may avoid the need to initiate any formal proceedings.
- 4.2. The objective of the informal procedure is to encourage and help the employee(s) to improve or address activities that we as an organisation find unacceptable. These discussions should be regarded positively, with employees given a full explanation of the reasons for the discussion and the improvement required. If it is decided to treat the concern more formally the employee will be notified.

5. Misconduct and Gross Misconduct

- 5.1. The following are examples of misconduct although this list is not exhaustive:
 - Inappropriate use of company property.
 - Failure to comply with company policies or procedures.
 - Disruptive or inappropriate behaviour.
 - Damage or failure to report any damage to Nord Anglia Education property (potentially also gross misconduct)
 - Failure to achieve and maintain a reasonable standard of performance, behaviour or conduct (potentially also gross misconduct).
 - Failure to carry out a reasonable instruction.
 - Minor breach of Health & Safety regulations.

- Continued lateness or unauthorised absence from work.
- 5.2. The following are examples of gross misconduct although this list is not exhaustive:
- Theft and fraud, including serious breaches of the Company's Travel and Expenses Policy
 - Any act that is designed to have an adverse effect on Nord Anglia Education's business interests, or breaches of good faith between Nord Anglia Education and the employee, such that the Company cannot be expected to continue to employ the individual.
 - Inappropriate disclosure of confidential information relating to the Company or its employees.
 - Breach of the Data Protection Act.
 - Breach of the Group IT Policy.
 - Breach of Health & Safety regulations placing others at risk of potential injury.
 - Negligence, which places others at risk of potential injury.
 - Being violent or abusive towards others.
 - Being under the influence of drugs or alcohol during working hours
 - Discrimination against others.
 - Deliberate falsification of records including stated qualification requirements.
 - Sexual misconduct

6. Suspension from Duty

- 6.1. In some cases which appear to involve serious or gross misconduct, the Company may consider a period of suspension from work whilst the allegation is investigated.

7. Disciplinary Outcomes

- 7.1. A number of different outcomes are possible. The appropriate disciplinary outcome shall be made at the Company's discretion;
- No further action is taken.
 - A warning is issued.
 - Dismissal which can be either without notice, when no notice is required due to terms of employment or summary dismissal in cases of gross misconduct; or with notice in cases where there is a repeat of misconduct.
- 7.2. All dismissals for misconduct or gross misconduct must be approved by a member of the Executive Team and Regional HR Director. This must be done prior to informing the employee of the Company's decision to terminate the employment.
- 7.3. All and any associated employee termination payments must be authorised by a member of the Executive Committee and Regional HR Director prior to informing the employee of any intended payments.
- 7.4. Geographical regulatory requirements must be adhered to. Please consult with your local or Regional HR representative if you require more information on specific details of disciplinary process in your location.

8. Responsibility

- 8.1. Individual Line Managers are responsible for ensuring this policy is applied within their own area of responsibility. Any queries on the application or interpretation of this policy must be discussed with the Regional HR Director and the Group HR Department prior to any action being taken.
- 8.2. HR has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions or alterations to this policy can only be implemented following consideration by, and the approval of, the Group HR Director and associated consultative bodies.

9. Linked Documents

- Code of Conduct Policy
- Travel and Expenses Policy

10. Modification history

Version 1: Policy issued – placed into new template