



## **Disciplinary Policy for Volunteers**

### **Purpose and scope**

1.1 Netball Portugal aim is to help and encourage all of its volunteers to achieve and maintain high standards of conduct, attendance and performance in their role.

1.2 This procedure applies to all individuals who undertake voluntary work on behalf of Netball Portugal, whether volunteers or Directors, and sets out the action which will be taken when rules and procedures are breached. The aim is to ensure consistent and fair treatment for all in the organisation.

### **2. Principles**

2.1 Netball Portugal will take a positive approach to supporting all of its volunteers, so they can perform effectively.

2.2 All volunteers are subject to a one-to-one review each year. Reviews may be conducted by Zoom, Teams, telephone or in person, as appropriate, and be carried out by the Chair of the Board or Committee, or an alternative appropriate person. The reviews enable performance and conduct to be assessed and informal action may be considered in order to resolve any issues. Such informal action may include asking a volunteer to Netball Portugal Disciplinary Policy and Procedure for Volunteers and/or step down from their duties if their commitments are not being met. However, it could also mean further training and support being provided, to help the volunteer develop.

2.3 No formal disciplinary action will be taken against a volunteer until the case has been fully investigated. For formal action, the person will be advised of the nature of the complaint against them and will be given the opportunity to state their case, before any decision is made. The person being investigated will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

2.4 At the disciplinary meeting, the person will have the right to be accompanied by a fellow Board or Committee member. No person will be dismissed for a first breach of discipline except in the case of gross misconduct. A person will have the right to appeal against any disciplinary penalty.

2.5 The procedure may be implemented at any stage if the person's alleged misconduct warrants this.

### **3. The Procedure**

Stage 1 – first written warning

3.1 If conduct or performance is unsatisfactory, the person will be given a written warning. Such warnings will be recorded but disregarded for disciplinary purposes after six months of satisfactory service. It may be justifiable to move directly to a final written warning in some cases.

Stage 2 – final written warning

3.2 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the volunteer. This will include the reason for the warning, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal. A copy of this written warning will be kept on file but disregarded for disciplinary purposes after twelve months, subject to achieving and sustaining satisfactory conduct or performance.

#### **4. Sanctions which may be imposed include:**

- Removing a volunteer from their role
- Requiring the volunteer to provide a written apology to any person
- Prohibiting the volunteer from taking on particular activities
- Requiring the volunteer to attend further training
- Requesting that a volunteer works under supervision for a set period

#### **5. Stage 3 – dismissal/termination of a volunteer’s appointment**

5.1 If the conduct or performance has failed to improve, the person may be required to leave office.

#### **6. Gross Misconduct**

6.1 If, after the case has been fully investigated, a person is deemed to have committed an offence included in the following list (though this is not an exhaustive list), then the person will have their position terminated with immediate effect.

- Theft, fraud or act of dishonesty
- Deliberate and serious damage to property
- Fighting, physical violence or serious abusive behaviour towards people
- Incapacity for work due to being under the influence of alcohol or illegal drugs
- Failure or refusal to obey a reasonable instruction without good reason
- Transmitting confidential information outside the organisation
- Serious breach of health and safety obligations
- Serious breach of organisation’s rules, policies and procedures
- Serious misuse of computer, email or internet facilities
- Bringing the organisation into disrepute

6.2 Whilst the alleged gross misconduct is being investigated, a volunteer may be suspended and instructed to not undertake any duties on behalf of Netball Portugal during this time.

## **7. Appeals**

7.1 A person may appeal against any disciplinary decision and must do so within five working days of receiving notification of such a decision.

7.2 The appeal must be made in writing and outline the grounds for the appeal.

7.3 The appeal will be chaired by a fellow Board or Committee member, who was not involved in the original disciplinary decision.

7.4 the decision made at the appeal hearing will be final.