

1. INTRODUCTION

This policy defines the Glasgow Business Club's (GBC) Disciplinary procedures for all board members, members, speakers, and visitors. The policy will outline the procedures for dealing with misconduct.

GBC adheres to the following set of principles for fairness, as set out in the ACAS Code of Practice:

- GBC board members and individuals should raise and address issues promptly without unreasonable delays in meetings, decisions, or confirmations to the President Neil Kindness - neilkindness@hotmail.co.uk
- All parties should act consistently.
- The President, or an appropriate representative, will carry out necessary investigations to establish the facts of the case.
- The President will inform individuals of the basis of any issue and give them an opportunity to respond before any decisions are made.
- GBC will allow individuals to be accompanied at any formal disciplinary meeting.
- Individuals have the right to appeal against any formal decision made.

2. RESPONSIBILITY

This policy shall be understood and followed by all board members, members, speakers, and visitors. The Board is responsible for providing guidance on the procedures to ensure they are followed correctly. Board members should consult the President or the appropriate representative for advice and notify them of any issues before invoking any stage of the Disciplinary Procedures.

3. DISCIPLINARY POLICY & PROCEDURE

3.1 Informal Disciplinary Action

Some potential disciplinary issues may be resolved informally. A quiet conversation may be all that is needed. In such circumstances, the board member or President will gather facts, making it clear that it is not a formal disciplinary meeting. If no case is found, the matter is resolved, and no ill feelings should remain. If a case exists, the board member should clarify what needs to be improved and what could happen next, such as formal action. If additional support is required, such as guidance or advice, it will be provided. A written record will be kept, and a "Letter of Concern" may be issued by the President or Board if appropriate.

3.2 Disciplinary Rules and Procedures

The rules set standards for behaviour, while the procedures are designed to promote fairness in the treatment of individuals. The aim is to encourage improvement, rather than punishment, in cases where individuals fail to meet required standards.

3.3 Examples of Unsatisfactory Conduct or Misconduct

(These are examples and not an exhaustive list.)

Board members, members, speakers, or visitors may be liable to disciplinary action for the following conduct:

- Failure to comply with health and safety rules and procedures
- Unauthorised consumption of alcohol during events or meetings
- Unsatisfactory standards of conduct during events or activities
- Rudeness towards other members, visitors, or the public, or displaying objectionable behaviour, harassment, bullying, or using inappropriate language
- Failure to adhere to IT policies (e.g., unauthorised use of email/internet)
- Misuse of GBC property
- Failure to follow reasonable instructions or cooperate with others

3.4 Gross Misconduct

You may be liable to revocation of membership (without notice) for gross misconduct. Examples include, but are not limited to:

- Dangerous behaviour, fighting, physical assault, or intimidating conduct
- Theft, fraud, or other criminal offences
- Use of illicit drugs
- Deliberate falsification of records
- Abuse or misuse of GBC's data or computer systems

4. DISCIPLINARY PROCEDURE

4.1 Investigations

Potential disciplinary matters will be investigated promptly to establish the facts. In some cases, an investigatory meeting may be required.

4.2 Suspension

GBC may suspend the individual while an investigation is carried out. During suspension, the individual's rights, including participation in club activities, remain intact. Suspension is not considered disciplinary action.

4.3 Request to Attend a Disciplinary Meeting

If there is a case to answer, the individual will be notified in writing. The individual may be accompanied by a fellow member at the meeting. The meeting may be postponed by up to five days if necessary.

5. RIGHT TO APPEAL

An individual has the right to appeal any disciplinary decision made. The appeal will be handled impartially, and the outcome will be communicated in writing.