



## **Exeter Food Action Disciplinary Policy**

### **1. Introduction**

Exeter Food Action (EFA), aims to maintain a professional, supportive and respectful working environment for all its employees, volunteers and beneficiaries. This policy sets out the standards of conduct and behaviour expected of all individuals working or associated with the organisation and outlines the procedures to be followed in case of misconduct.

### **2. Scope**

This policy applies to all employees, volunteers, contractors, trustees and any other person associated with EFA. The policy sets out the procedures for addressing any disciplinary issues in a fair, transparent and consistent manner.

### **3. Standards of Conduct**

EFA expects all individuals associated with the organisation to maintain high standards of conduct and behaviour at all times. These include:

- Treating all individuals with respect, dignity and courtesy.
- Acting with honesty and integrity.
- Adhering to the policies and procedures of the organisation.
- Maintaining confidentiality of sensitive information.
- Not engaging in any form of harassment or discrimination.
- Not using or possessing illegal substances in the workplace or at any EFA event.
- Not engaging in any behaviour that might harm the reputation of the organisation.

### **4. Disciplinary Procedure**

#### **4.1. Informal Stage**

In the first instance EFA encourages informal discussions between the individual and the manager or, in their absence, another designated employee or trustee, to address any concerns or issues. This approach

aims to resolve the matter as soon as possible and prevent the escalation of the issue.

#### **4.2. Formal Stage**

If the issue is not resolved through the informal stage, or if it is deemed too serious to be dealt with informally, the matter will be escalated to a formal disciplinary procedure. This involves the following stages:

##### **Step 1: Investigation**

A thorough investigation will be conducted to establish the facts of the case. The individual concerned will be informed of the allegations and provided with an opportunity to respond.

##### **Step 2: Disciplinary Meeting**

Following the investigation, if it is deemed that the individual has breached the standards of conduct, a disciplinary meeting will be arranged. The individual will be notified of the meeting in writing and given reasonable notice to prepare their response. They will also be advised that, should they wish, they can be accompanied at the meeting by their trade union representative or a friend. The meeting will be chaired by a trustee who has not been directly involved in the case.

##### **Step 3: Outcome**

Following the disciplinary meeting the chair will decide on an appropriate outcome. This may include a verbal or written warning, suspension without pay, demotion or dismissal. The individual will be notified of the outcome in writing.

#### **5. Appeal Procedure**

If the individual is not satisfied with the outcome of the disciplinary procedure they have the right to appeal within 5 working days of receiving the outcome letter. The appeal should be made in writing to the trustee, who will arrange for a review of the case. The appeal will be heard by a trustee who has not previously been involved in the case.

#### **6. Confidentiality**

All disciplinary matters will be treated with strict confidentiality and only individuals directly involved in the investigation, disciplinary meeting or appeal will be informed of the details.

## 7. **Review**

This policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant to the needs of EFA.

This policy should be communicated to all employees, volunteers, contractors and trustees, and be available on EFA's website.

**Agreed by Trustees on: 28.02.26**

**Date for review: February 2027**