

Grievance & Disciplinary Policy

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Policy Name	Grievance & Disciplinary policy	Policy Number	V1:1
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Effective Date	01/03/2026	Date of Last Revision	01/03/2026	Version Number	1.1
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Responsible Officer	Priya Nair	Contact Email	priya@cecos.ac.uk
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Scope

This policy applies to:

- All employees (permanent, temporary, agency, and casual staff)
- The **Chief Executive, Principal, and Governance Board**

This policy covers:

- Staff disciplinary matters (conduct and behaviour)
- Staff grievances (concerns, complaints, or disputes relating to employment)

This policy does **not apply to**:

- Learner complaints (covered under the Complaints Policy)

Policy Statement

CECOS College London is committed to:

- Promoting **fairness, consistency, and transparency** in managing staff conduct and concerns
- Resolving issues **promptly and informally where possible**
- Ensuring formal procedures are **clear, structured, and legally compliant**
- Treating all staff with **dignity and respect**

This policy ensures:

- Staff understand expectations of conduct
- Concerns are addressed fairly and without bias
- Employees have the right to be heard and to appeal decisions

Relevant Legislation

Title	Date
Employment Rights Act	1996
Employment Act	2008
Equality Act	2010

Related Policies

Title	Effective Date
Staff Code of Conduct	01/03/2026
Safeguarding and Prevent Policy	01/03/2026
Whistleblowing Policy	01/03/2026
Equality & Diversity Policy	01/03/2026

Version History

Version	Approved By	Revision Date	Details of change
1:1	Hariss Pervez	01/03/2026	Updated policy detail

Exceptions

Safeguarding concerns may override standard procedures and require immediate action

Some matters may be escalated externally (e.g. legal or regulatory bodies)

Where appropriate, alternative dispute resolution (e.g. mediation) may be used

Additional Comments

Governance, Ownership and Accountability

Area	Responsibility	Role
Strategic Oversight	Governance Board	Ensures fairness and compliance
Executive Accountability	Chief Executive	Overall accountability
Operational Responsibility	Principal	Leads disciplinary and grievance processes
Line Management	Managers	Day-to-day handling of issues
HR / Senior Support	Senior Managers	Support investigations and decisions
Staff	All employees	Expected to comply with standards

Disciplinary Procedure

Informal Action

- Minor issues should be addressed informally
 - Line managers should:
 - Discuss concerns with the employee
 - Provide guidance and support
 - Agree improvement actions
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Formal Disciplinary Process

Where informal action is insufficient:

1. Investigation

- Conducted by an appropriate manager
- Employee informed of allegations

2. Formal Meeting

- Employee invited in writing
- Right to be accompanied (colleague or trade union representative)

3. Outcome

- No action
- First written warning
- Final written warning
- Dismissal

Misconduct and Gross Misconduct

Misconduct examples:

- Poor attendance
- Minor breaches of policy

Gross misconduct examples:

- Theft or fraud
- Safeguarding breaches
- Serious insubordination
- Harassment or discrimination

Gross misconduct may result in **summary dismissal**.

Suspension or Alternative Arrangements

- Suspension may be used:
 - During serious investigations
 - As a neutral act (not disciplinary)
- Alternatives may include:
 - Temporary redeployment
 - Adjusted duties

Appeals (Disciplinary)

- Employees have the right to appeal
 - Appeals must be submitted in writing
 - Heard by an independent manager
 - Outcomes may:
 - Uphold
 - Reduce
 - Overturn the decision
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Record Keeping

- All disciplinary actions must be documented
 - Records retained in line with Data Protection Policy
 - Confidentiality must be maintained
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Support

Staff may access:

- Line manager support
 - Trade union representation
 - External advice (e.g. ACAS)
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Grievance Procedure

Informal Grievance

- Staff encouraged to raise issues informally first
 - May involve:
 - Discussion with line manager
 - Mediation
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Formal Grievance

If unresolved:

1. **Submission**
 - Written grievance submitted to manager
 2. **Investigation**
 - Conducted fairly and impartially
 3. **Grievance Meeting**
 - Employee has right to be accompanied
 4. **Outcome**
 - Provided in writing
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Appeals (Grievance)

- Employees may appeal the outcome

- Appeal must be submitted in writing
 - Heard by a different manager
 - Outcome confirmed in writing
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Mediation

- May be used at any stage
 - Voluntary and confidential
 - Aims to resolve issues without formal escalation
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Collective Grievances

- Where multiple employees raise the same issue
 - May be handled collectively or via representatives
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Staff Leavers

- Grievances raised after leaving employment:
 - Will be considered where appropriate
 - May follow a modified process
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Record Keeping (Grievance)

- All grievances documented and stored securely

- Managed in line with GDPR requirements

Support (Grievance)

Staff may access:




- Internal management support
- Trade unions
- External bodies (e.g. ACAS)

Review Cycle and Version Control

- This policy will be reviewed **annually**
- Next review date: **March 2027**

Version	Date	Summary of Changes	Next Review
1.1	March 2026	Revised Format	March 2027

Approval and Sign-Off

Role	Name	Signature	Date
Chief Executive	Dr Mudassir Tanveer		20/04/2026
Principal	Chris McLean		20/04/2026
Governance Board Representative	Paul Jones		20/04/2026