

Kildare PPN Grievance and Disciplinary Procedure

Grievance Procedure

1. Issuing a Complaint

The complaint must be submitted to the PPN Co-ordinator (together with all supporting evidence and documentation that may be needed), unless the complaint is against the PPN Co-ordinator, in which the complaint should be submitted to Chair of the PPN Secretariat. The complaint will then be forwarded on to the Secretariat for action at the next Secretariat meeting, or, if the complaint warrants, an Emergency Secretariat meeting will be called.

2. Procedure

- (a) On receipt of the complaint, it will be acknowledged by the Secretariat, outlining the procedure that will be put in place (please see below) and the estimated timeline for completing the grievance process.
- (b) The subject of the complaint will be notified in writing that the complaint has been made against them. They will be furnished with the original complaint and will be invited to attend a meeting with the Secretariat where they will be afforded the opportunity to respond to the complaint (please note point d).
- (c) The Secretariat will then carry out their investigation to establish the facts surrounding the complaint and will then make the decision whether or not the complaint is upheld and whether to begin the disciplinary process.
- (d) Non-engagement with the grievance procedure will result in dismissal from the Kildare PPN seat.
- (e) Depending on the severity of the complaint, the person in question may be asked to suspend their PPN duties temporarily while the investigation is taking place.

3. Appeal

In most instances, the Secretariats decision would be seen as final, however the individual has a right to appeal this decision. Appeals should be made in writing no later than five working days after receipt of official correspondence. This should be sent to the Chair who undertook the grievance hearing. A decision will be taken whether to re-investigate the complaint, refer it to be dealt with a third party, or to turn the appeal down.

Disciplinary Procedure

The purpose of the Disciplinary procedure is to ensure that any misconduct or breach of policy by any PPN Representatives or employees is dealt with in an appropriate manner.

The following is the procedure for disciplinary action and/or dismissal.

Please note: Depending on the severity and seriousness of the case/allegation, Kildare PPN reserve the right to initiate or escalate the disciplinary process at any stage deemed suitable by the Secretariat.

➤ First Written Warning

The Chair of the Secretariat will issue a written warning outlining the reasons why the warning has been issued.

➤ Second Written Warning

If, following the first written warning the PPN Representative continues to breach PPN policies, they will be issued with a final warning making them aware that the next stage in the disciplinary procedure may be dismissal.

➤ Dismissal

If, having exhausted the above procedure and the representatives conduct does not improve to the satisfactory standard in line with the Code of Conduct, the Representative may be dismissed from all of their duties with Kildare PPN. If a person is subject to dismissal from Kildare PPN, they can no longer apply for any positions within Kildare PPN.

Gross Misconduct

Gross misconduct may result in the immediate dismissal of a PPN Representative or Employee.

The following examples may be defined as misconduct:

- Violence and threats of violence
- Harassment or Bullying
- Theft
- Fraud or deliberately falsification of records
- Unauthorised use or disclosure of confidential information
- Any action that may bring Kildare PPN into disrepute

Rights of the individual

At all stages of the grievance procedure, the individual will have the right to:

- Be informed of the complaint against them
- Be given the opportunity to present their case
- Be accompanied to disciplinary meetings by a person of their choice
- Be informed of their right to appeal

Complaint against Staff Member

If there is a complaint issued against a member of staff, this complaint must be lodged with host employer for the staff member and will be dealt with in line with their grievance procedures.