

Policy -Grievance and Disciplinary Procedures Policy			
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24-Grievance and Disciplinary Procedures Policy

1. Purpose

This policy sets out how *Trauma Informed Parenting* will handle staff, volunteer, or trustee concerns (grievances), and how we will address any breaches of conduct (disciplinary issues). Our approach is rooted in the

charity's trauma-informed values—ensuring all procedures are conducted with compassion, fairness, clarity, and respect for everyone involved.

2. Scope

This policy applies to:

- **All employees**
- **All volunteers**
- **Trustees and board members**

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3. Guiding Principles

- **Safety and respect: We prioritise emotional and psychological safety in all procedures.**
- **Fairness: All parties will be treated fairly and have the opportunity to present their case.**
- **Confidentiality: All matters will be kept confidential, except where disclosure is necessary (e.g., safeguarding).**
- **Timeliness: We aim to resolve all issues promptly and efficiently.**
- **Support: Individuals involved can bring a colleague or support person to any formal meetings.**

4. Grievance Procedure

4.1 Informal Resolution

Where possible, individuals are encouraged to raise concerns informally with the relevant person (CEO Suzanne Scott suzanne@tipuk.org or trustee chair Kevin Denvir kdenvir@aol.com). Many concerns can be resolved quickly and amicably through open conversation.

4.2 Formal Grievance

If informal resolution is not possible or appropriate:

- **The individual should submit the grievance in writing to the Chair of Trustees (or another trustee if the CEO and Chair are involved to info@tipuk.org).**
- **An impartial person will be appointed to investigate the matter.**
- **A meeting will be arranged to allow the complainant to explain their concern.**
- **A written response will be provided within 10 working days, with any agreed actions.**

4.3 Appeals

If the individual is not satisfied with the outcome, they may appeal in writing within 5 working days. The appeal will be heard by a different trustee or panel, and a final decision made.

5. Disciplinary Procedure

5.1 Examples of Misconduct

Misconduct may include, but is not limited to:

- **Breach of the Code of Conduct**
- **Disrespectful or harmful behaviour**
- **Breach of confidentiality**
- **Persistent lateness or unreliability**
- **Inappropriate use of charity resources**

5.2 Informal Stage

For minor issues, a verbal warning or supportive conversation may be sufficient. This will be documented but not added to a formal record unless repeated.

5.3 Formal Stage

If the issue is more serious or unresolved:

1. **Investigation: An impartial person will conduct a fair investigation.**
2. **Disciplinary Meeting: The individual will be invited to a meeting, given a chance to respond, and may bring a support person.**
3. **Outcome: Possible outcomes include no action, a written warning, a final written warning, or dismissal/removal (in line with charity rules and employment law).**

5.4 Gross Misconduct

In cases of gross misconduct (e.g., violence, abuse, serious safeguarding breach), the individual may be suspended immediately while an investigation takes place. If proven, this may result in dismissal or removal from their role.

5.5 Appeals

An individual may appeal a disciplinary outcome within 5 working days. The appeal will be considered by a different trustee or panel.

5.6 An extension can be requested by TIP from the complainant if more time is needed under extenuating circumstances to investigate/ respond to a complaint.

6. Records and Review

All records will be kept confidential and stored securely. This policy will be reviewed annually or after any significant grievance or disciplinary action.

For any queries regarding this policy, please contact the Chair of Trustees at [*kdenvir@aol.com*].

Trauma Informed Parenting SCIO
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7. Related Policies

- **Code of Conduct**
- **Safeguarding Policy**
- **Equality, Diversity & Inclusion Policy**
- **Whistleblowing Policy**