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|  | RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Disciplinary Procedures | <i>CODE:</i> 03.05.068 |
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Policy & Procedure:

The purpose of the Disciplinary Procedure is to outline a recognized and consistent system to deal with any breach or alleged breach of the rules. The objective is to emphasize and encourage improvements in individual conduct.

- A full investigation will be undertaken into the circumstances of any disciplinary offence prior to the implementation of any disciplinary action.
- It may be necessary dependant on the nature of the offence, to suspend the team member on full pay whilst the necessary investigations are completed.
- Disciplinary warnings will only be issued following a disciplinary meeting with the team member who will always be given the opportunity to respond and have an independent witness.
- Disciplinary action may take one of the following forms:
 - **A verbal warning** – A record will be placed in the team member’s personnel file.
 - **A written warning** – Copy issued to the team member and a copy kept on file.
 - **A final written warning** – Will be issued to the team member and a copy kept on file. Upon issue of a final warning the team member will be informed that any further breaches of the rules **will** result in dismissal.
 - **Dismissal** – Dismissal may be with or without notice depending on the circumstances.
- Team members are entitled to appeal against them, such appeal being held in accordance with Appeals Procedure.
- The local Employment Laws should be consulted for all disciplinary action to be taken.