



# LEICESTER TIGERS Foundation

## DISCIPLINARY POLICY

### **Policy Statement**

This disciplinary procedure applies to students enrolled in the Leicester Tigers Foundation (Foundation) Education Programme and outlines the steps taken to address disciplinary issues. The goal is to ensure fair treatment for students accused of an offence, with proper opportunities to present their case, receive representation, and, in cases other than gross misconduct, be given warnings to correct their behaviour. Employed students are also subject to their employer's disciplinary procedures.

### **Information**

All students will receive a copy of this procedure upon joining the Foundation, and it will be explained during induction.

### **Procedure**

**Minor Issues:** Minor faults will be addressed informally. The focus is on encouraging good behavior and cooperation, not fault-finding. This procedure does not cover incompetence issues.

#### **Stage 1 – Poor Performance Action Plan**

1. Minor non-compliance incidents will be logged and reviewed by the Foundation manager.
2. A meeting will be held with the learner, tutor, and relevant staff to devise a Poor Performance Action Plan.
3. Further non-compliance will result in a formal warning if the action plan is not met.

#### **Stage 2 – Verbal Warning**

1. Continued issues or new disciplinary offences will be investigated by a tutor or relevant staff.
2. If warranted, a verbal warning will be issued, detailing the fault, evidence, and expected improvements.
3. The verbal warning will be noted in the learner's file, removed after six months of satisfactory conduct.

#### **Stage 3 – Written Warning**

1. Repeated offences or serious issues will lead to a written warning.



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2. The written warning will include specifics of the fault, evidence, required improvements, and consequences of failure to improve.
3. A written warning will be kept in the learner's file and will become invalid after six months if improvements are made.

### **Stage 4 – Final Warning**

1. Serious misconduct or continued issues despite previous warnings may result in a final warning.
2. This warning will involve senior management and will be documented, typically expiring after six months, unless specified otherwise.

### **Stage 5 – Dismissal**

1. Continued misconduct after warnings will result in dismissal.
2. Employed students' dismissals will involve the employer, and written notice of dismissal will include reasons, termination date, and appeal rights.

### **Gross Misconduct**

1. Students accused of gross misconduct will be suspended immediately while the case is investigated.
2. Suspension is generally up to 10 working days, with continued pay.
3. Proven gross misconduct will lead to dismissal without notice.

### **Examples of Gross Misconduct:**

- Theft, fraud, or falsification of records
- Violence or assault
- Sexual or racial abuse, harassment, or bullying
- Serious insubordination or refusal to follow instructions
- Deliberate damage to property
- Alcohol or drug abuse
- Serious negligence
- Breaches of health and safety rules
- Unauthorized absences
- Misuse of IT resources

### **Appeals**

1. Students can appeal disciplinary decisions if they believe the judgment was unfair, overly severe, procedurally flawed, or if new evidence emerges.
2. Appeals should be submitted in writing within five working days.
3. Appeals will be reviewed by the CEO and a senior member of the commissioning entity. For dismissal appeals, a Foundation Trustee will review the case.
4. Appeals decisions will be communicated in writing within five working days. Decisions are final except in cases of dismissal.



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### **Records**

1. Records of warnings, evidence, and decisions will be securely held, open to student examination, and compliant with data protection laws.
2. Warnings will be logged on the Upshot system.

### **Disciplinary Meetings**

1. Meetings will involve no more than three additional people besides the student to avoid discomfort.
2. Any additional staff input will be gathered prior to the meeting, and the Foundation manager will communicate this input.

### **Policy Review**

This policy was last reviewed in Sept 2024. Next review Sep 25