Which Policy/Procedure to use?

Employee is underperforming in their role, not meeting objectives or deadlines. The behaviour is not wilful but expectations need to be clarified and if necessary additional support provided.

Management of Performance Procedure

Aims to support employees to achieve full potential and meet necessary standards.

Employee is not capable of performing the duties required as part of their role because of their health. This could relate to short term sickness or long term sickness.

Sickness Management Policy

Focuses on health and capability to perform duties, by seeking medical advice on fitness to work

Employee is wilfully not performing the requirements of their role (e.g. refuses to carry out a reasonable request) or has conducted an act of misconduct.

Disciplinary Procedure

Investigates and aims to address issues relating to wilful misconduct

Employee feels they are being subjected to Harassment and Bullying

Dignity at Work and Study Policy

An informal stage is outlined in the Dignity at Work and Study Policy and the Grievance Procedure. Formal complaints about harassment and bullying and other issues are dealt with in line with the formal stage of the Grievance Procedure.

Employee has a complaint about an action which the University has taken or is contemplating taking in relation to them. e.g. Terms and conditions of Employment/Working conditions

Grievance Procedure

All three follow ACAS’s statutory Code of Practice. See www.acas.org.uk for further details