



Company number 16601722

Disciplinary Procedure

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1. Purpose

UKFP is committed to maintaining high standards of behaviour, safety, and professionalism. This procedure is designed to provide a fair and consistent approach to addressing concerns about an individual's conduct or performance and, where necessary, to take formal disciplinary action. This procedure is aligned with the **ACAS Code of Practice on Disciplinary and Grievance Procedures**.

2. Scope

This procedure applies to:

- All employees of UKFP
- Contracted coaches and session leaders
- Administrative staff

It does not apply to fencers, parents, or volunteers, whose conduct is governed by the **UKFP Code of Conduct** and who may be subject to exclusion or removal from events or venues where appropriate. Informal action will be taken where possible to resolve issues early.

3. Principles

- All disciplinary matters will be handled fairly, confidentially, and without unreasonable delay
- Individuals will be given a full opportunity to respond to any allegations before a decision is made
- No disciplinary action will be taken without a thorough and impartial investigation
- At formal meetings, individuals have the statutory right to be accompanied by a work colleague, a trade union representative, or an official employed by a trade union
- Everyone involved will be treated with dignity and respect

4. Examples of Misconduct

Misconduct may include (but is not limited to):

- Repeated lateness or poor attendance
- Insubordination or disrespectful behaviour
- Breach of health and safety rules
- Failure to follow UKFP policies or procedures
- Misuse or damage of UKFP equipment or property
- Inappropriate or unprofessional behaviour
- Failure to follow British Fencing's recognised coaching or safety standards (where applicable)

Gross Misconduct

Some actions may be considered **gross misconduct** and, if upheld at a disciplinary hearing, may result in summary dismissal without notice. Examples include:

- Physical violence or serious threats
- Theft or fraud
- Serious safeguarding breaches
- Harassment or discrimination
- Deliberate and serious breach of policy
- Bringing UKFP into serious disrepute

5. Informal Action

Where appropriate, minor concerns will be addressed through informal discussion or coaching. The aim is to encourage improvement without resorting to formal action. A note may be kept of informal discussions, but this will not constitute a formal disciplinary sanction.

6. Formal Disciplinary Procedure

a. Investigation

Where formal action is considered necessary, an impartial investigator will be appointed without unreasonable delay to gather the relevant facts. The individual will be informed of the investigation and given the opportunity to provide their account. **Suspension on full pay** may be considered as a neutral act where necessary (e.g. safety or safeguarding reasons), but it is not a disciplinary sanction.

b. Disciplinary Meeting Invitation

If, following the investigation, formal action is deemed appropriate, the individual will be invited in writing to a disciplinary meeting. The letter will include:

- The specific allegations
- A summary of the evidence gathered during the investigation
- The right to be accompanied
- At least 48 hours' notice
- The date, time, and location of the meeting

c. Disciplinary Hearing

The hearing will be chaired by a director or manager not previously involved in the matter. The individual will have the opportunity to respond to the allegations, present evidence, and call witnesses (if applicable). A record of the meeting will be taken and shared.

d. Outcome

After the hearing, a decision will be communicated in writing, normally within **5 working days**. Outcomes may include:

- **No action taken** – the allegation is not upheld
- **Verbal warning** – for minor misconduct; retained for 6 months
- **Written warning** – for more serious or repeated issues; retained for 12 months
- **Final written warning** – for serious or repeated misconduct; retained for 12 months and notes risk of dismissal
- **Termination of contract or employment** – for gross misconduct or further misconduct during a final warning

7. Right of Appeal

Individuals have the right to appeal any formal sanction. Appeals must be submitted in writing within **5 working days** of the outcome letter, stating the grounds (e.g. new evidence, procedural error, or disproportionate sanction).

Appeals will be reviewed by a different director (ideally more senior) or, if appropriate, an external reviewer. A final appeal meeting may be held. The outcome will be communicated in writing within **10 working days** of receipt of the appeal. The decision is final within UKFP's internal procedures.

8. Monitoring and Review

This procedure will be reviewed annually or in response to significant operational changes or updates to UK employment law to ensure its continued fairness, clarity, and compliance.