



Staff guide

**Management of
employee conduct**



What is the policy about?

The Management of Employee Conduct Policy will ensure that conduct issues are dealt with in a fair and consistent manner.

Responsibilities of employees

As an employee you will be responsible for:

- Ensuring that you are aware of the standards of conduct expected of you, and that you seek further guidance if unclear;
- Adhering to the expected standards of conduct;
- Working with managers on any agreed supported improvement plan;
- Complying with any support/monitoring mechanisms put in place; and
- Raising concerns with the appropriate manager where you perceive others not to be adhering to the expected standards of conduct.

What happens if there is a conduct issue?

Can the issue be dealt with informally?

- Normally this means a two way, open and honest discussion to look at the reasons for the issue and how this could be resolved.

What happens if it cannot be dealt with informally?

The matter will move to formal process. This means the following:

- An investigation will be carried out.
- It may then move on to a disciplinary hearing.

What action could be taken?

- Outcomes of the hearing include:
 - No case to answer;
 - Informal action required; or
 - Formal disciplinary sanction required.

All employees have one right to appeal any decision taken within a specific timescale of being advised of the decision. The specific grounds of appeal will be considered at an appeal panel hearing and the outcome advised.

Where you can get more information

The full Conduct Policy is available in the following places:

- Staffnet / HR page:
http://staffnet/gjnh/departments/corporate/human_resources/docs/conduct.pdf
- Qpulse.
- Website:
<http://www.nhsgoldenjubilee.co.uk/files/9813/8685/0648/Conduct.pdf>
- Paper copies
 - can be obtained from the Human Resources Department.



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