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DISCIPLINARY PROCEDURE

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1. SCOPE

- 1.1 Middlesex University is committed to professional management and to equitable, fair and practicable disciplinary procedures.
- 1.2 These disciplinary procedures apply to all staff employed by Middlesex University other than the Vice-Chancellor, the University's Executive Team (UET), the Clerk to the Board of Governors, senior staff as defined by the Board of Governors, self-employed staff working at the University and consultants.
- 1.3 For the avoidance of doubt, any personal pronouns used in this policy, whether masculine, feminine or gender neutral, should be taken as including all other genders.

2. PURPOSE

- 2.1 The aim of this disciplinary procedure is to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.
- 2.2 It is our policy to ensure that any disciplinary matter is dealt with respect, fairly and as quickly as is feasible and that steps are taken to establish the facts based on the information that is available.

3. OPERATING PRINCIPLES

Informal action is often the first step, and in some cases, will be enough

- 3.1 In many cases of minor misconduct or one-off misdemeanours, formal disciplinary action may not be appropriate – sometimes an informal conversation with the manager with clear standard setting may be the better option. This will depend on the nature of the incident or behaviour, its impact and whether it's part of a pattern. Where informal feedback is given, it's important that the employee has the opportunity to discuss the apparent cause for concern. Managers are asked to use their judgement, it is recommended that any such conversation is followed up in writing. Action taken informally may be considered in evidence at investigation should a formal disciplinary process follow later for the same or a similar misconduct/performance issue.

Confidentiality will be maintained

- 3.2 All matters relating to the application of these procedures will be confidential and individuals are advised that this should not be discussed with others outside the process.

Disabilities, health and wellbeing will be considered

- 3.3 Formal disciplinary processes can, by their nature, be difficult and emotionally challenging. The university will endeavour to be clear about what is happening and why with all parties at each stage and to manage expectations on the timeline for the process. The HR Business Partner supporting is available to answer any procedural questions that arise and, if more appropriate, can refer on to another HR colleague not involved in the process. Employees are signposted to the practical and emotional support available to them via our Employee Assistance Programme, the mental health first aiders and external channels e.g. Mind.

- 3.4 If an employee has a disability or long-term health condition then the university will consider reasonable adjustments that can be made to this process to help that person participate effectively, without compromising the overall fairness or effectiveness of the process itself. Please refer to the Reasonable Adjustments Policy
- 3.5 In any case, irrespective of an employee's disability status, consideration should be given to any courtesies and small changes that can be made to support subjects and other participants in the course of the process e.g. short breaks if needed during meetings/hearings.

Participating managers will receive training and HR support

- 3.6 Any manager who is asked to act as Investigator or Chair a hearing will receive support from the HR team, as needed, to help them understand their role in full.

Conflicts of interest will be managed

- 3.7 Disciplinary processes will usually be conducted by managers from an employee's own team/dept/faculty, however, where a potential conflict of interest is identified the university may appoint an investigatory manager from another area of the wider dept/faculty or another area of the university entirely to ensure the process is fair.

Employees and Managers should be aware of related policies and procedures

- 3.8 Standards for work performance and the University's [Code of Conduct](#) shall be made explicit to all staff members.
- 3.9 In circumstances which relate to an individual's inability to perform work within his/her contract of employment, the [Managing Underperformance](#) procedure will be used. In circumstances which relate to an individual's sickness absence the [Sickness Absence and Ill Health](#) policy should be used. There may be circumstances where neither capability nor conduct are at the heart of the issue at hand, or these procedures have been exhausted or ineffectual in finding resolution; in these cases, reference should be made to the policy on dismissals for Some Other Substantial Reason. If an employee refuses to co-operate with any of these procedures, then that could be considered a disciplinary issue.
- 3.10 Staff who do not follow the Consensual Relationships Policy (which sets out the procedure to be followed where a staff and student relationship or a relationship between two staff members develops) may face disciplinary action.
- 3.11 Staff may also face disciplinary action in cases of sexual misconduct against a student or staff member.

4. ROLE OF HR

- 4.1 HR must be consulted on all formal disciplinary matters. HR will advise the line manager (the "Investigating Manager") on investigatory protocols; will usually attend investigatory meetings, support and advise the chair or any related hearing and will attend any such hearing which may lead to formal disciplinary action. HR shall be responsible for ensuring that disciplinary procedures operate equitably throughout the University, that disciplinary processes proceed within reasonable timeframes and that no arbitrary local variations exist which may lead to unfair treatment of any individuals.

5. DEFINITION OF MISCONDUCT/GROSS MISCONDUCT

- 5.1 Please see [Appendix 1](#).

6. INVESTIGATIONS

- 6.1 All potential disciplinary matters shall be properly investigated as necessary without unreasonable delay to establish the facts of the case.

Who is responsible for conducting disciplinary investigations?

- 6.2 The investigation will usually be carried out by the employee's immediate line manager (the investigating manager), unless the line manager is implicated or there is a conflict of interest. The investigating manager will be advised by HR as appropriate. Managers should ensure that reasonable consideration is given to resolving conduct issues informally by standard setting before moving to the formal process. The investigating manager must inform their Dean/Director that an investigation is taking place. If the investigating manager is the Dean/Director they must inform their Executive line director. An investigation plan including scope and expected timelines will be drawn up at the outset of the investigation with the support of HR to assist with the smooth running of the investigation.

How will evidence be collated?

- 6.3 The amount of investigation required will depend on the nature of the allegations and will vary from case to case. But all information received will be managed confidentially as part of the process. Evidence available may include information gathered from speaking with witnesses, copies of written or electronic records/communications gathered from work devices or requested from personal device; this will also vary depending on the case.
- 6.4 In some cases relevant evidence may have already been collated as part of other management processes and such evidence may be admissible under the disciplinary procedure.

Investigation meetings

- 6.5 Investigations may involve an investigatory meeting and taking statements from the employee and any witnesses, and/or collating other evidence. Employees must cooperate fully and promptly in any investigation.
- 6.6 Under the ACAS Code employees do not have a right to be accompanied at investigatory meetings. However, the University will grant requests where this does not unreasonably delay a scheduled meeting.
- 6.7 Investigatory meetings are solely for the purpose of fact-finding and a decision on disciplinary action will only be taken after a disciplinary hearing has been held.

What happens if alleged misconduct is admitted up front?

- 6.8 Where the employee fully admits to the alleged misconduct at the outset of the investigation, it is established that the facts are clear and no party disputes them, then no further investigation will be necessary. A summary report should be provided to the responsible Dean/Director/Executive so that they can make their determination as below. In such circumstances an expediated process may apply.

Who takes the decision on whether there is a case to answer?

6.9 The investigating manager will present the results of their investigations to their Dean/Director. Where the investigating manager is the Dean/Director then the results of the investigation will be sent to their Executive line director. Based on their findings, Investigating Managers will make recommendations on whether they believe there is a case to answer and a hearing should proceed, however, ultimately it is the responsibility of the relevant Dean/Director/Executive to decide this. If the Dean/Director/Executive concludes that there is no case to answer the investigating manager will inform the employee in writing about the outcome including any relevant recommendations arising for action other than disciplinary action e.g. training. If the Dean/Director/Executive concludes that a disciplinary hearing is appropriate HR will convene a hearing.

7. SUSPENSION

Status of suspension

7.1 An employee who is the subject of a disciplinary investigation may be suspended from work. Suspension itself is not a disciplinary sanction and the use of suspension does not imply that any decision has already been made about the allegations. In all cases, alternatives to suspension will also be considered (eg, temporary changes to work arrangements such as adjusting shifts, changing work location, limiting access to systems).

In what circumstances might suspension be appropriate?

Circumstances in which suspension may be considered could include, for example, where potential gross misconduct is alleged, where relationships may have broken down and where there are risks to an employee's or the University's property or responsibilities to other parties or where it is deemed necessary to facilitate a full and fair investigation of the allegations. HR will undertake a risk assessment with responsible managers to help to determine if a suspension is appropriate.

Why would someone be suspended?

Suspension will allow time to ensure appropriate investigation of the allegations. Such investigations will be conducted as promptly as possible. Suspension shall be on full pay i.e. that which the employee would have normally received, excluding non-contractual payments such as casual overtime, had they not been suspended. Employee will be notified about the reasons they have been suspended, and will be given guidance on how they should conduct themselves in relation to the workplace and work colleagues whilst suspended. Normally no discussion of the detail of disciplinary allegations will occur at the time of suspension.

Who can authorise suspensions?

- 7.2 The Vice-Chancellor (or person acting in their absence) must authorise all suspensions. A suspension will be reviewed based on clear criteria by the University on an ongoing basis, every 10 working days, to determine whether its continuation is necessary. The suspended employee will be formally notified (in writing) of the outcome of any such review. If new information comes to light during the review an adjustment may be made to the nature of the suspension.

8. NOTICE OF A DISCIPLINARY HEARING

In what circumstances will a hearing be held?

- 8.1 Employees will be required to attend a disciplinary hearing where: following investigation (as set out in section 6), there are grounds to believe that there has been misconduct which may merit a formal sanction; or
- there are grounds to believe that there has been a recurrence of unsatisfactory conduct; and
 - following earlier discussions of an informal nature or following a previous disciplinary hearing the required improvement or change in behaviour has not occurred. How and when will the employee be informed that a hearing will take place?
- 8.2 The employee will be given 5 working days' written notice to attend a disciplinary hearing. They will also be informed in writing of the allegations against them and the basis for those allegations. The written notice of the hearing will normally include:
- a summary of relevant information gathered during the investigation;
 - documents which will be used at the disciplinary hearing;
 - where it is proposed that witnesses will be called to give evidence at the hearing or witness statements will be used the names of relevant witnesses and copies of any statements will be provided (except where a witness's identity is to be kept confidential, in which case as much information as possible will be given while maintaining confidentiality);
 - a copy of this procedure.

It will also advise:

- of the possible outcomes, e.g. if the matter is gross misconduct, advise that this may lead to summary dismissal.
- that the employee may be accompanied at the hearing.
- who will chair the hearing, and who will present the management case (plus any witnesses they intend to call).
- that the employee may provide evidence in advance and call witnesses.

What happens if the employee is unable to attend at the scheduled time?

- 8.3 The employee should inform the Chair immediately if they or their companion cannot attend the hearing and an alternative time within the following five working days will be arranged. Failure to attend a hearing without good reason may be treated as misconduct in itself.
- 8.4 Reasonable adjustments (See Reasonable Adjustments Policy) will be made where an employee requires these to provide them with every opportunity to represent themselves. In cases where the employee's fitness to participate in a hearing is in question for example, the employee may be referred to occupational health for advice. If an employee fails to attend without good reason, or is persistently unable to attend, the hearing will go ahead in their absence using the available evidence.

9. RIGHT TO BE ACCOMPANIED

Who can accompany an employee?

- 9.1 The employee will be advised by the University of their right to be accompanied at the disciplinary hearing. The chosen companion may be a fellow University employee or worker, a trade union representative, or an official employed by a trade union. If the trade union representative is not an employee/worker of the University they must be certified by their union as being competent to accompany an employee. Middlesex University shall encourage an individual to be accompanied by an official from one of the recognised unions (either UCU or UNISON), but the employee is free to choose an official from any trade union whether or not the trade union is recognised. If the companion is unavailable for the scheduled hearing date, the hearing may be postponed for up to five working days after the original date.

What is the role of the companion?

- 9.2 Attending a disciplinary hearing can be a challenging experience for any employee and their companion (if they choose to have one) can play an important role in offering moral and emotional support to them.
- 9.3 An employee's companion will be allowed to address the hearing to put and sum up the employee's case, respond on behalf of the employee to any views expressed at the meeting and confer with the employee during the hearing. The companion does not, however, have the right to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

10. DISCIPLINARY ACTION AGAINST AN ELECTED TRADE UNION OFFICER

- 10.1 The University recognises the special position of recognised trade unions and early discussion in advance of disciplinary action against an accredited Trade Union representative (who is on the list of accredited representatives held by management) should take place with a full-time official, with the employee's consent. Disciplinary allegations against officers should be identified as part of the investigation plan. If a disciplinary hearing is held the employee may wish to be accompanied by a permanent/full-time official of the appropriate union and reasonable accommodations should be made to facilitate this.

11. THE DISCIPLINARY HEARING

Who will be present at the hearing?

- 11.2 A disciplinary hearing will usually comprise: The Chair, a HR representative supporting the Chair; and the Investigating Manager, (who is usually the line manager) the member of staff against whom the allegation is made, and their companion (another University employee/worker or a trade union official if they have chosen one), and a note-taker. Witnesses may also be called by the employee or the Investigating Manager and would be agreed prior to the hearing.

What is the usual format for the hearing?

- 11.3 The Investigating Manager will be invited to go through the allegations against the employee and the evidence that has been gathered. The employee will be able to respond and refer to any evidence of their own. The employee's companion may make representations and ask questions, but should not answer questions on the employee's behalf. The employee and companion may confer privately at any time during the hearing.

- 11.4 The Investigating Manager and employee may ask relevant witnesses to appear at the hearing, provided advance notice is given to arrange their attendance. The employee will be given the opportunity to respond to any information given by a witness. The disciplinary hearing may be adjourned if further investigation is required in the light of any new points being raised at the hearing, or if further clarity is sought; in some cases it may be more appropriate to conclude the hearing and for a new investigation to be recommended as an outcome.
- 11.5 The Chair may invite both sides to sum up and will then adjourn to consider whether a disciplinary penalty is appropriate. Wherever possible the Chair will give their decision on the same day, however, there will be instances when the nature or complexity of the matter, or seriousness of the sanction being considered, require additional time for reflection.

How and when will the outcome of the hearing be communicated?

- 11.6 Normally the Chair will provide their decision to the employee in person but in all cases the Chair will write to the employee within five working days of the disciplinary hearing providing a brief summary of the case and giving their rationale for coming to the final decision. The employee should also be advised of their right of appeal. Such correspondence may be sent electronically (via email), in hard copy by post or both.
- 11.7 It is the employee's responsibility to ensure that the university holds an up to date email and postal address for them where a university email account is not being relied upon; these details can be updated at any time via the PAFIS system or may be provided in writing to the HR representative supporting the Chair at any time prior to the hearing or these can be confirmed by the employee at the Hearing.

12. EXPEDITED HEARINGS

- 12.1 There may be occasions where all parties, including the employee who is the subject of the disciplinary, agree the full facts found at the investigation, the employee admits to the allegations made and the decision that there is a case to answer is straightforward.
- 12.2 In such a case a hearing will be called without delay and by agreement with the employee the 5 working days notice that would normally be given ahead of the hearing date may be reduced.
- 12.3 The Chair, their supporting HR representative, the employee and any companion they wish to bring will attend. In these cases, it will not usually be necessary for the Investigating Manager, or any witnesses to attend but both the Chair and the employee retain the right to request this.
- 12.4 The Chair will confirm the allegations, ask the employee or their companion on their behalf to respond, make any representations or explain any mitigation that they wish to be taken into account and sum up. The Chair will explain next steps, the hearing will be adjourned and a decision reached at the earliest opportunity and ideally on the same day. It will be communicated in writing as above.

- 12.5 The aims of this expedited process are to reduce the time that it takes to reach an outcome and in so doing reduce any unnecessary stress or worry for the employees concerned where the facts of the matter are not in question.
- 12.6 This kind of expedited process will not be appropriate in more complex cases, where gross misconduct is alleged or where dismissal is a potential outcome, nor in any case where there is a concern that the employee may have been placed under duress to proceed in this way. In all cases the university reserves the right to hold a full hearing where it deems that to be the fairest way to proceed in the circumstances and the employee always retains the right to appeal.

13. OVERLAPPING CASES

Complaints/Grievances and Disciplinary Cases

- 13.1 Where an employee raises a complaint or grievance during a disciplinary process any of the following approaches may be taken. The most suitable approach will be determined based on the specifics of each case:
- the disciplinary case may proceed to conclusion and the complaint/grievance be dealt with thereafter, remembering that anyone subject to a disciplinary sanction has the right of appeal;
 - the disciplinary process may be temporarily suspended in order to deal with the complaint/grievance.
 - where the complaint/grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently by agreement with the complainant.

Concurrent health, performance and conduct concerns

- 13.2 If conduct, absence and/or performance problems are happening at the same time, the line manager must deal with all issues. They can be discussed at the same formal meeting and sanctions can be issued under all of these procedures if necessary and any further action to address the issues should be dealt with under the appropriate policy and procedure.

14. DISCIPLINARY PENALTIES

FORMAL WARNINGS

How will a warning be issued?

- 14.1 All formal warnings will be confirmed in writing and will state the details of the complaint, any improvement required and any time scale within which an improvement is expected. The written confirmation will warn about the possible consequences if there is a failure to improve or where there is a further incident warranting disciplinary action. In the case of a Final written warning this will warn that further disciplinary action could lead to dismissal.

What types of warning may be issued and in what circumstances?

- 14.2 For clarity, warnings do not always progress in a linear fashion they will be decided on a case-by-case basis - the level of warning that is issued will be determined by the facts of the particular case and how serious the misconduct is deemed to be. For example, it is possible that a final written warning may be issued for a 'first offence' if the nature and/or impact of the misconduct warrants this.

1. Oral Warning

For minor infringements of University rules, the procedure will be for an oral warning to be issued in the first instance, and for that warning to be effective for twelve months from the date of issue.

2. Written Warning

In instances other than minor breaches of University rules, or where there have been multiple minor breaches, the issuing of a written warning may be appropriate without prior oral warning. If during the currency of an oral warning an individual commits a further disciplinary offence then, following a disciplinary hearing, a written warning may be issued. The written warning shall be effective for twelve months from the date of issue.

3. Final Written Warning

In instances of serious breach of University rules, including where a pattern of behaviour has come to light that represents a serious breach, it may be appropriate for a final written warning to be issued without prior warnings.

If during the currency of an oral or written warning an individual commits a further disciplinary offence, then following a disciplinary hearing, a final written warning may be issued.

A final written warning shall normally be effective for twelve months and further breach(es) during this period may, following a disciplinary hearing, lead to dismissal.

4. Extending the duration of a live warning

In certain circumstances, warnings may be subject to review and extension. Any such review will be carried out by either the chair of the original hearing (or if this is not possible someone of similar standing) and there must be good and proper reason for any extension, which will be specified in writing to the member of staff concerned.

DISMISSAL

Dismissal as a final sanction

14.3 In some cases the decision to dismiss may be the outcome of an unsatisfactory disciplinary record over a period of time, in which no (one) particular matter warrants immediate dismissal. In such cases the formal disciplinary procedure will have been followed and an offence during the twelve months currency of a final warning may lead to a further disciplinary hearing which may result in dismissal. Where a disciplinary dismissal is a possible outcome the hearing will always be chaired by either a member of Executive, a Dean or a Director. Such a dismissal will be with notice or pay in lieu of notice.

Summary Dismissal for Gross Misconduct

14.4 In exceptional circumstances a member of UET, a Dean or Director may dismiss any member of staff, with or without any prior disciplinary warning having been applied, if that staff member is found to have committed gross misconduct (see Appendix 1). This dismissal will only take place after a full investigation and hearing has taken place. The dismissal will take effect immediately with no notice or pay in lieu of notice.

15. APPEALS

On what basis can an employee appeal under this procedure?

- 15.1 A member of staff against whom disciplinary action has been taken, up to and including a final written warning, shall have the right of appeal under this procedure.

When submitting an appeal under this procedure the member of staff is required to state in writing the basis which must relate to one or more of the following:

- a) A belief that the manager did not follow the relevant **procedure** properly, and that this significantly affected the decision. (A small procedural flaw that would not have significantly influenced the decision is not sufficient grounds for upholding an appeal).
- b) A belief that the manager made a decision about a significant **fact**, which it wasn't reasonable for him or her to take. (For example, where a manager unreasonably decides that a particular event must have taken place.)
- c) A belief that the **outcome** of the hearing was one which no reasonable person could have come to. (The fact that the employee disagrees with the manager's outcome is not a sufficient ground for upholding an appeal.)
- d) The fact that **new evidence** has come to light, which the employee could not have introduced at an earlier stage, and which could have a significant effect on the decision taken. (Employees cannot present new evidence which was previously available and they could have presented at an earlier stage.)

The written appeal should explain the employee's reasoning and/or outline the evidence that they believe supports the basis of their appeal.

How can someone appeal if they have been dismissed?

- 15.2 In the case of dismissal, the [Appeal Against Dismissal procedure](#) must be followed; in all other cases appeals shall be heard by the immediate line manager of the chair of the original hearing (or, where this is not possible by an appropriate substitute of the same level), together with support from a Human Resources Representative who will be independent of the original hearing.

How long does someone have to appeal under this procedure?

- 15.3 All disciplinary appeals must be lodged in writing within 10 working days of receipt of written confirmation of the disciplinary action, details of who the appeal must be sent to will be included in any outcome letter received by the employee, as will the latest date by which an appeal must be made based on the assumptions below.

For the avoidance of doubt, an outcome letter will be deemed to have been received by the employee:

- On the next working day, where this is sent electronically via email to a work email address or personal email address that has been provided by the employee.
- On the third working day following the date of posting, where sent via first class mail, recorded or special delivery.

If an employee is unable to submit an appeal in writing, due to circumstances beyond their control, for example a disability, injury or ill health at the time, he/she/they should notify the person named in their appeal outcome letter as soon as possible of this and of their intention to appeal, the basis of the appeal, and to agree how the details of their appeal will be recorded. Appeals will be heard as soon as is reasonably practicable (see scheme of delegation below).

16. SCHEME OF DELEGATION FOR CHAIRING HEARINGS AND APPEALS AGAINST DISCIPLINARY DECISIONS

Level of Warning	Chair of Hearing
Oral	UET/Dean/Director/Senior Manager
Written Warning	UET/Dean/Director/Senior Manager
Final Written Warning	UET/Dean/Director
Dismissal	UET
Appeals against	Chair of Appeals Hearing
Oral Warning	UET/Dean/Director/Senior Manager
Written Warning	UET/Dean/Director/Senior Manager
Final Written Warning	UET
Dismissal	2 x UET and an HR representative of Business Partner level or more senior

Appendix 1

DEFINITION OF MISCONDUCT/GROSS MISCONDUCT

No list of misdemeanours/offences can be exhaustive and judgement as to whether an instance of misconduct or gross misconduct has occurred will rest with University Management with advice from Human Resources. The notes below are given as a general guide:

Misconduct

Breaches of the University's [Code of Conduct](#); failure to meet performance standards; poor timekeeping; poor attendance record; failure to declare a criminal conviction (but not offences which have been dealt with by prompt payment of a fixed penalty notice or a penalty notice for disorder) etc will be regarded as examples of "misconduct" and will normally be dealt with within the formal warning mechanisms as set out in the disciplinary procedure. Misconduct may lead to a verbal, written or in more serious cases a final written warning. If conduct does not improve following a verbal or written warning, it may result in a final written warning or even dismissal.

Gross Misconduct

Gross misconduct is the kind of act or behaviour that would undermine the trust and confidence which is the basis on which all of our contracts of employment are made. Breaches which are considered to constitute gross misconduct may result in summary dismissal without notice following a formal hearing. Examples of gross misconduct are as below. This list is not exhaustive and is intended as a guide only, each case will be decided on its merits, any decision will take account of the facts of the case and any relevant mitigation:

- Theft
- Fraud
- Deliberate falsification of records
- Failure to declare an unspent criminal conviction either at the time of applying for a post or, once in employment, within 2 working days of receiving a criminal conviction and where that criminal conviction has an impact on the role. (Please see Disclosure of criminal record policy).
- Deliberate disregard in following University procedures and or guidelines when sponsoring, recruiting and or paying migrant workers e.g. Tier 4 students, Tier 2, etc. or other misuse of the Home Office Sponsor Management System

- Fighting
- Assault on another person or threatening physical violence
- Deliberate and serious damage to University, other employees', students' or visitors' property
- Serious misuse of University property or its name
- Bringing the University into serious disrepute
- Serious negligence which causes unacceptable loss, damage or injury
- Serious breaches of occupational health and safety procedures including endangering others in their work or deliberately damaging or neglecting safety equipment.
- Act of Incitement or act of discrimination on the grounds of sex, race, colour, ethnic origin, religion or belief or the lack thereof, , disability, sexual orientation, pregnancy/maternity or gender reassignment status.
- Bullying or Harassment of students or colleagues
- Deliberate breach of duty regarding disclosure of confidential information except where this is subject to the provisions of the Public Interest Disclosure act 1998.
- Commercial activity directed against the University's financial interest (refer in the case of academic staff and Senior Management to the exclusivity clause within the appropriate handbooks.)
- Serious breach of the University's Social Media policy or [Computer Use policy](#)
- Being under the influence of alcohol or non-prescribed drugs while at work.
- Serious insubordination
- Serious breach of confidence

Serious breach of contract in relation to the terms as set out in the contract of employment.

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