

The purpose of this Disciplinary and Grievance Policy is to ensure a consistent and fair approach to managing disciplinary matters and grievances within Enso Martial Arts, supporting a positive working environment.

This policy applies to all employees of Enso Martial Arts. It outlines the procedures for addressing issues related to employee conduct, performance, and grievances.

Disciplinary Procedure

Principles:

- All disciplinary actions will be conducted in a fair and impartial manner.
- Employees will have the right to be accompanied by a colleague or a union representative during any formal meeting.
- Disciplinary actions will only be taken after a thorough investigation.

Misconduct may include, but is not limited to:

- Poor attendance or timekeeping.
- Insubordination or refusal to follow reasonable instructions.
- Harassment, bullying or discrimination.
- Theft or dishonesty.
- Violations of health and safety regulations.

Stages of Disciplinary Action

Informal Stage: It is encouraged to resolve minor issues informally through discussion between the employee and their manager.

Formal Stage: If informal resolution is unsuccessful, the following steps will be taken:

- **Investigation:** A thorough investigation will be conducted to gather evidence and statements.
- **Disciplinary Meeting:** A meeting will be arranged, and the employee will be informed in writing of the allegations and their right to representation.
- **Decision:** Following the meeting, a decision will be communicated in writing, outlining any disciplinary actions to be taken (e.g. verbal warning, written warning, suspension or dismissal).
- **Right of Appeal:** Employees have the right to appeal any disciplinary decision. Appeals must be submitted in writing within 5 working days.

Grievance Procedure

The purpose of this procedure is to provide a mechanism for employees to raise concerns or complaints regarding their employment.

Steps for Raising a Grievance

Informal Approach: Employees are encouraged to raise their concerns informally with their line manager.

Formal Grievance: If the issue is not resolved informally, employees may submit a formal grievance in writing to their line manager or HR. The grievance should include specific details about the issue.

Investigation and Resolution

- An investigation will be conducted, and the employee will be kept informed of the progress.
- A formal meeting will be arranged for the employee to present their case. They may also be accompanied by a colleague or representative.
- A written response will be provided outlining the outcome and any actions taken.

Right of Appeal

Employees have the right to appeal the outcome of a grievance. Appeals must be made in writing within 5 working days.

Confidentiality

All matters related to disciplinary actions and grievances will be treated with confidentiality. Information will only be shared with those directly involved in resolving the issue.

Conclusion

Enso Martial Arts is committed to ensuring a supportive work environment. Employees are encouraged to raise concerns as they arise and to participate in maintaining a positive atmosphere.

Contact Details

If you have any concerns regarding this policy please contact:

Operations Manager / Director

Nicky Woodward – nicky@ensomartialarts.co.uk
0800 688 9963

Enso Martial Arts are committed to reviewing our policy regularly. This policy was last reviewed on: **24/01/2025**

Signed:

All ENSO policy documents can be found on our website, here:
[*https://ensomartialarts.co.uk/company-policy-documents/*](https://ensomartialarts.co.uk/company-policy-documents/)

- Anti-Bullying Policy
- Code of Conduct
- Complaints Handling Policy
- Confidentiality Policy
- Data Protection Policy
- Digital Safeguarding Policy
- Disciplinary and Grievance Policy
- Equal Opportunities and Diversity Policy
- Event Photography Policy
- Health and Safety Policy
- Photography Policy
- Quality Assurance Policy
- Right to Work Checklist
- Risk Assessment
- Safeguarding and Child Protection Policy
- Security Policy