

# CAREER DEVELOPMENT CENTRE

## VOLUNTEERING: DISCIPLINARY PROCEDURES

We recognise that volunteers have the right to raise grievances about any matter related to their volunteering. This could be in relation to another volunteer, a member of the paid staff, or the manner in which they are being treated either by us or the external organisation.

The grievance procedure is in place to ensure that everyone is dealt with in a fair manner. If you have a complaint against the Career Development Centre, another volunteer, or the external organisation, you should first discuss this with your immediate supervisor within the external organisation or with Career Development Centre staff. If this is the person who the complaint is against, then the matter should be referred either to another senior person within the external organisation or to a senior staff member within the Career Development Centre. If the matter is not resolved at this stage, the complaint should be made in writing either to the external organisation or to the Career Development Centre management.

University of Westminster volunteers who do not adhere to the rules and procedures of the Career Development Centre or the external organisation, or who fail to satisfactorily perform during their volunteering placement are subject to dismissal. No volunteer placement will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff from the external organisation. Prior to the dismissal of a University of Westminster volunteer, staff from external organisations should seek consultation with a member of the Career Development Centre.

We reserve the right to dismiss any University of Westminster volunteer without disciplinary procedures in the event of gross misconduct. Possible grounds for dismissal or disciplinary action may include some of the points below. If it is unclear whether or not there has been a case of gross misconduct, we will suspend the University of Westminster volunteer pending investigation. Disciplinary action will be taken in the following cases:

- Deliberate falsification of expenses claims.
- Disclosure of confidential information (see confidentiality policy).
- Convictions of a criminal offence that undermine a person's suitability for volunteering.
- The provision of false information relevant to a person's volunteering position.
- Consistently poor attendance on a project, without appropriate notification.
- Use of abusive or offensive language or behaviour.
- Bullying or harassment.
- Being under the influence of alcohol or drugs.
- Theft of property or misuse of equipment or materials.
- Failure to abide by policies and procedures.
- Failure to satisfactorily perform assigned duties.