

## POL 017

# POLICY

## Disciplinary Procedure

AICA Education offers a high level of support to all members of staff and students, however on some occasions, employees or students may display an unacceptable level of performance or conduct themselves in an unsatisfactory manner, leading to a disciplinary matter.

AICA has a disciplinary procedure whereby action may be taken if a member of staff or student's performance or conduct is unsatisfactory.

### Definitions

**1. Unsatisfactory performance (as outlined in the employee's Duty Statement or Student's Code of Conduct) may be defined as;**

- Unsatisfactory standard of work
- Targets not being achieved ie deadlines/assignments
- Not keeping to quality standards/repeated errors

**2. Misconduct may be defined as;**

#### Staff

- Sexual Harassment – towards staff or other students
- Bad attitude
- Bullying and victimisation
- Lateness
- Unauthorised sickness
- Non compliance with health and safety regulations
- Theft or fraud
- Physical violence
- Deliberate and serious damage to property
- Deliberately accessing internet sites containing pornographic, offensive or obscene material
- Serious insubordination
- Bring the organisation into serious disrepute
- Serious incapability brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- Serious breach of confidence
- Plagiarism or cheating
- Racial Discrimination

#### Students

- Non payment of applicable fees before or on the due date.
- Failure to purchase all necessary books, materials and equipment (e.g. Laptop computer) required to complete the specified course.
- Organising holidays and other personal appointments which conflict with examinations/assignment deadlines.
- Non compliance with safety, health and hygiene including appropriate dress, footwear and personal protective equipment
- The wearing of offensive clothing
- Any activities which may result in damage to property or undue interference with the comfort or convenience of other course participants
- Disrespect to staff and other learners including discriminate behaviour on the grounds of sex, sexuality, race, religion, age, disability and marital status
- Sexual Harassment



### **3 Unsatisfactory Attendance (other than mitigating circumstances)**

- Unauthorised sickness
- Lateness
- Frequent Absence

The procedure has three stages consisting of a verbal warning, 1<sup>st</sup> written warning and a 2<sup>nd</sup> written warning which may result in dismissal or expulsion of a member of staff or student.