

## ***Staffing & Employment Disciplinary and Grievance Policy and Practice***

Haddenham Puddleducks Pre-school adopts the ACAS policies and procedures on disciplinary and grievance matters covering the following areas:

- Unsatisfactory work performance
  
- Harassment or victimization
  
- Poor time keeping
  
- Unauthorized absences; and
  
- Repeated or serious failure to follow instructions

Please refer to ACAS code of practice attached for in depth guidance on dealing with the disciplinary and grievance process.

*This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020*

*Signed on behalf of Haddenham Puddleducks Pre-school by .....*