

## Renewal Therapy Service

SOP Reference: <b>Disciplinary Measure</b>	Date: <b>June 2022</b>
Author: Renewal Listening Service collaborative	Signature:
Date of next review: <b>June 2023</b>	

This policy is to make all Therapists aware of the disciplinary measures in place within the service.

Following a complaint or cause for concern, these will be investigated by Renewals HR manager, and Therapy Service manager – with appropriate input from the Clinical Supervisor where needed. The investigation will follow the steps lined out in Renewal's Employee Handbook – detailed below

Renewal will notify the employee in writing of the allegations against them and will invite the employee to a disciplinary hearing to discuss the matter. Renewal will give enough information about the misconduct or poor performance and its consequences to enable the employee to prepare their response to the case. This will include providing them with copies of any evidence, including witness statements, that support Renewal's case.

Having given the employee reasonable time to prepare their response, a formal disciplinary hearing will then take place, conducted by a manager, at which the employee will have the chance to respond in full to the case, bring a trade union official, a trade union representative or another of the employer's workers to the hearing as their companion. The employee must make every effort to attend the hearing. At the hearing, Renewal will expect the employee to respond in full to their case and answer any allegations and will also have reasonable opportunity to ask questions, present evidence, call relevant witnesses and challenge any information provided by witnesses.

Please note that Renewal prohibits employees from recording (whether covertly or otherwise) the proceedings at the disciplinary hearing, and at any appeal hearing, without the express permission of Renewal. If Renewal discovers that an employee has done this covertly, they could be subject to further disciplinary action.

Following the hearing, Renewal will decide whether disciplinary action is justified and, if so, the employee will be informed in writing of Renewal's decision following the stages set out below and notified of their right to appeal against that decision.

Employees should note that Renewal does not view their behaviour in isolation but regards each incident of misconduct cumulatively with any earlier occurrences.

Following the outcome of the hearing the Therapist will be notified of the next steps, which may include any of the following:

- A written warning, which may include a request for an apology and an undertaking that there will be no further breach of the relevant code.
- A requirement to undertake relevant training, personal development, or both.
- To be monitored more closely through supervision for a specified period of time including possible recording of sessions.
- To cease offering Therapy for a specified period and undergo personal therapy.
- If the organisation is at fault; recommendations will be made and implemented as soon as possible.
- The BACP may be notified.
- To no longer continue as Therapist within Renewal Therapy Service