



Disciplinary Procedure for Volunteers

In the interest of the Scottish Burned Children's Club [SBCC], it is important that satisfactory standards of conduct are maintained.

A disciplinary procedure is necessary to clarify the rights and responsibilities of all volunteers to achieve fairness and uniformity of treatment. No disciplinary action will be taken until the matter has been fully investigated. Upon completion of such an investigation it will be decided if formal action is warranted.

Disciplinary action may be necessary for any breaches in policy or procedures or any conduct which may be detrimental to the harmonious running of the SBCC or to its reputation. All Volunteers of the SBCC will sign annually that they have read and agree to abide by all policies and procedures. All policies and procedures are available on the SBCC website or as a hard copy (by request).

The SBCC reserves the right to suspend a volunteer in order to facilitate an investigation. A member of the current Executive Committee only, can evoke a suspension. It should be noted that such a suspension is a precautionary measure and does not constitute disciplinary action; this is to protect all parties involved.

Following any allegations a meeting of the Executive Committee (minimum of the quorum) will meet within 2 weeks of the allegation being made, to discuss the matter.

The volunteer involved will then be invited to attend a meeting to discuss the allegation; they are entitled to be accompanied by a companion. Following this the Executive Committee will make a decision as to what action, if any, is required and the decision will be informed in writing. If the alleged person chooses to appeal against the decision, an executive member who wasn't involved in the initial investigation will be appointed to lead the appeal. An appeal must be made in writing within 7 days of the letter to the appointed person.

Serious and Gross Misconduct

Following an allegation of serious or gross misconduct immediate suspension from activities within the SBCC will be enforced. Examples of such serious and gross misconduct include:

- Breaches of health and safety rules
- Failure to carry out reasonable instruction
- Threatening violence or abuse to children, visitors or volunteers and instructors
- Theft or fraud
- Being under the influence of drink or drugs
- Deliberate damage to any equipment or facilities
- Failure to declare a caution, reprimand, final written warning or conviction.
- Behaviour considered not being in the best interest of the SBCC, its volunteers and members

Please note: the above is not an exhaustive list, but is meant to indicate the type of behaviour that could be described as serious or gross misconduct.