

2021 New Scheme Disciplinary System & Consequences

Trainees who successfully complete Level 1 will receive an end of Level 1 Bonus a £300 Amazon Voucher bonus. (no cash alternative)

Trainees who successfully complete Level 2 will receive an end of Level 2 bonus a £500 Amazon Voucher bonus. (no cash alternative)

Disciplinary deductions will apply to the above end of level bonuses as follows:

Lost keys -	£10 a duplicate key. Refunded if found and returned.
Late for work -	£5 for a late start (before 10am).
	£10 for a late start (after 10am).

Standard Disciplinary:

For standard offences, for example (but not limited to) smoking/vaping in an unallocated place or using your phone at work (and for repeat offences of a similar nature to the first) the following will apply:

1st offence: verbal warning

(please note next time will be written warning and a £50 deduction from your end of Level bonus)

2nd offence: written warning

(£50 deduction from end of Level bonus will apply)

3rd offence: 1 week's unpaid suspension

(£100 deduction from end of Level bonus will apply, this will therefore extend your current Level placement a further week before a review)

Bursary payments are made on a Friday afternoon, subject to your attendance that day.

No payments can be made if you only attend for part of the week (ie leaving mid week).

One week unpaid break may be allowed **after** completing Level 1 and prior to starting Level 2 if necessary.

- *Disciplinary issued by House Managers may incur an activity ban penalty as well:*
 - Verbal = 1 week ban, written = 2 week ban, suspension = 3 week ban (on return)

Other Disciplinary:

For very serious offences you will face an immediate suspension of one month, or termination of your placement depending on the offence. These are things such as (but not limited to) having drugs on site or failing a drugs test, alcohol on site, bullying or other forms of misconduct or serious insubordination.

Updated June 2021