



The  
University  
Of  
Sheffield.

Human  
Resources.

**WITH EFFECT FROM 1 FEBRUARY 2014**

## **THE DISCIPLINARY POLICY**

### **PURPOSE OF THE POLICY**

Disciplinary in The University of Sheffield (TUOS) context relates to matters of misconduct. The purpose of the disciplinary procedure is to provide a transparent process so that if problems arise with a member of staff's conduct, the manager can take a fair and reasonable course of informal and/or formal action to resolve issues and aid improvement. This procedure is in accordance with Section 6 of the University Charter and Statutes. The procedure is based upon principles of natural justice, fairness, equality, and reasonableness, as underpinned by legislation. The procedure shall be applied with these principles in mind and to give effect to the guiding principles in paragraph 4 of Section 6 of the University Statutes [ [www.shef.ac.uk/calendar](http://www.shef.ac.uk/calendar) ].

### **SCOPE**

This procedure applies to all University staff.

### **HOW THE UNIVERSITY SUPPORTS THE PROCEDURE**

The University's policies and procedures set out the rules and standards for all staff and a full list can be found in the A-Z section of the HR web pages.

Human Resources may be consulted for advice and information at any stage of the procedure. Staff may also seek the support and advice of their relevant Trade Union at any stage of the procedure.

### **KEY PRINCIPLES**

1. This procedure should be read in conjunction with Section 6 of the University Statutes.
2. Where possible managers will resolve minor issues with a staff member informally and swiftly; the maintenance of standards do not necessarily require formal procedures.
3. The procedure provides a range of options to consider and deal appropriately with conduct issues and to aid improvement.
4. Before any action is taken, departments must consult with Human Resources. A member of Human Resources must be involved during formal stages of the procedure.



The  
University  
Of  
Sheffield.

Human  
Resources.

**DOCUMENT CONTROL**

Last updated: 12/13

Date of Next Review: 12/15