

Baildon Horticultural Society

Plotholder Disciplinary Policy

1 The Procedure

1.1 Informal Procedures. Where minor concerns regarding plot maintenance or plotholder conduct become apparent, it is the Allotment Officer's responsibility to raise this with the plotholder and clarify the improvements required. A note should be lodged with the Secretary by the Allotment Officer.

1.2 Preliminary enquiries. The Committee would make preliminary enquiries to establish the basic facts in order to understand whether there may be a case to answer under the disciplinary procedure. See section 4.

2 Examples of misconduct

2.1 Misconduct is plotholder behaviour that can lead to the committee taking disciplinary action, in other words, breaking the rules of the Society, such as

- Abuse or rudeness towards others.
- Neglect of plot.
- Refusal to follow reasonable instructions.
- Breach of health and safety rules.

2.2 Gross misconduct is misconduct that is so serious that it is likely to lead to termination without notice. The following list is not exhaustive but includes

- bullying, discrimination and harassment
- violent behaviour
- fraud
- serious breaches of committee policies and procedures e.g. the Health and Safety Policy, Data Protection Policy .
- serious and deliberate damage to property.

Disciplinary action

3 If the committee decides that there should be disciplinary action, it may be any of the following:

3.1 First written warning

If the plotholder's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action. See 3.2
- that the warning will be active for one year.

3.2 Final written warning

If the offence is sufficiently serious or, following a first written warning, there is further misconduct or failure to adhere to the warning within the allotted timeframe as deemed by the committee will result in a final written warning being issued.

The final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.
- that further misconduct/failure to improve will result in a Tenancy Termination letter being issued giving notice to quit.
- that the warning will remain in force for a specified period of time (e.g. 12 months).

4. Notice to Quit

The Committee may give notice to quit. (normally 40 days but will be instant if the misconduct so warrants) A Notice to Quit will be issued in the following circumstances;

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

Appeals

In the event of an Appeal against a Notice to Quit, the matter will be referred to the Town Clerk at Baildon Town Council for adjudication within seven days.