

THE BRITISH SCHOOL OF BAHRAIN



Staff Disciplinary Policy

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1.0 Introduction

1.1 The British School of Bahrain recognizes that most employees are cooperative and conscientious. It is always necessary, however, in any association with people, to establish reasonable rules of conduct. The rules are designed to provide you with guidelines to be observed while performing your job and to ensure camaraderie amongst colleague

2.0 Policy Statement

2.1 It is the policy of the School to establish the rules of employee conduct and to ensure compliance with these rules through a program consistent with the best interest of the school and its employees.

2.2 Each employee is required to be familiar with these rules and with additional rules that apply to particular jobs and operations, including those that apply specifically to safety and security. Ignorance of the rules and regulations and other policies and procedures previously issued shall not excuse any employee from non-compliance.

2.3 In addition, each employee is expected to maintain conduct consistent with job efficiency and accepted standards of behaviour for a business environment. Deviation from these standards may be cause for disciplinary action.

3.0 Objectives

3.1 Rules of Conduct are established for the proper guidance and compliance by all employees, for them to do things correctly and promote better camaraderie among fellow employees and the management. The School Management encourages all affected employees to present their side in the course of any investigation, thereby ensuring fair, consistent, uniform and just disciplinary measures.

3.2 Rules of Conduct are intended to correct and not to penalize, thus in many provisions, the penalties become heavy only after repeated offenses.

4.0 Responsibility

4.1 It is the responsibility of the Human Resource Department to disseminate the Rules of Conduct including subsequent changes to all employees.

4.2 It is the responsibility of all Heads of Department and/or Line Managers to properly interpret and orient their respective staff of the Rules of Conduct and other management notices.

4.3 It is the responsibility of the Head of HR to see to it that an impartial, fair and judicious investigation takes place before disciplinary action measures are taken to ensure objectivity and fairness and to ensure that the decision conforms to the legal requirement.

4.4 All employees are responsible to acquaint themselves of the Rules of Conduct. Ignorance of the provisions stated herein shall excuse no one from non-compliance.

5.0 Guaranteed Fair Treatment

5.1 Most differences between employees can be resolved through direct and open discussions among the individuals involved. However, if that has not been possible, this procedure is designed to provide an open channel to the management team for the expression and resolution of any employee's complaint. In this regard, the school has provided this procedure to govern fair and equitable chance of the employee's right to be heard without fear of coercion, intimidation or any form of reprisal.

6.0 BSB Grievance Resolution Procedure

6.1 A grievance is a concern, problem or complaint raised by an employee with their employer regarding their work, working conditions or relationships with colleagues. It is important to remember that in all instances, it is not what may have been intended by the perpetrator that is important in deciding whether unacceptable behaviour has occurred; it is whether the actions and comments can objectively be viewed as demeaning and unacceptable to the person making the complaint.

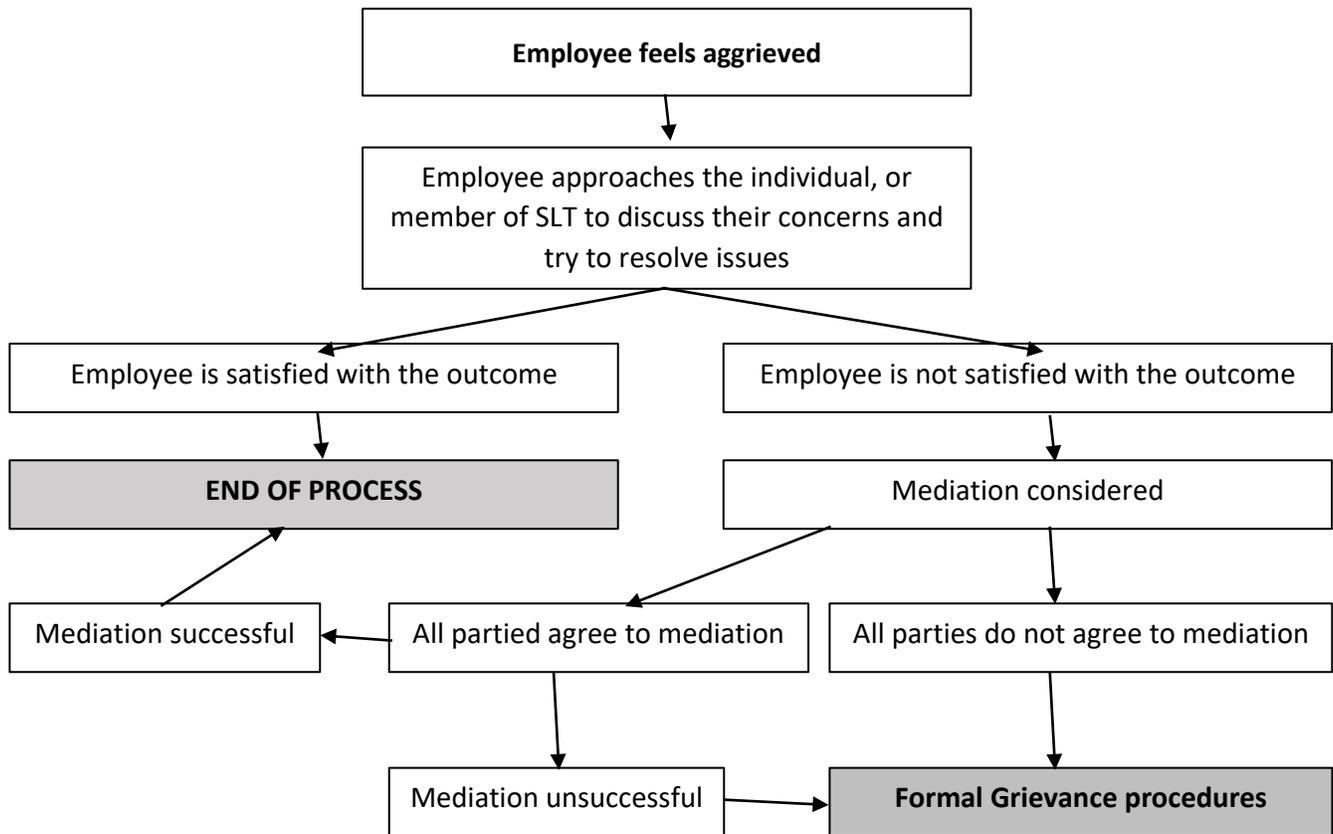
6.2 Employees should be aware that they cannot raise a grievance that is the same or similar to a grievance that has been investigated within the previous 12 months unless any action to redress the grievance has not been implemented.

6.3 Informal grievance procedures

6.3.1 Where an employee has concerns about the behaviour of an individual, they should tell them that their behaviour is causing concern or offence, explain the effect that it is having on them and that it must stop. The employee may not be aware that their actions cause offence to others and once it is highlighted this may resolve the situation.

6.3.2 If an employee feels unable to discuss the matter with the person causing offence, they may wish to speak to their member of the Senior Leadership Team to raise the matter. If the matter is not resolved informally or if there are specific circumstances that make the informal route inappropriate, the formal grievance procedure should be followed.

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6.4 Formal grievance procedures

6.4.1 A formal complaint or grievance must be put in writing using the BSB Grievance Form (Appendix A) to a member of the Senior Leadership Team

6.4.2 The grievance must be specific and based on facts and specific allegations. This will be the scope of any investigation, if appropriate.

6.4.3 The School may be the complainant against a member of staff ahead of any disciplinary procedures

6.5 Procedure following the submission of a Formal Grievance:

6.5.1 The grievance will be acknowledged

6.5.2 A Decision maker will be appointed

6.5.3 The Decision maker may:

6.5.3.1 Informally interview the complainant

6.5.3.2 Write to the subject of the complaint

6.5.3.3 Appoint an investigating officer

6.5.3.4 Write a scope for the investigation (Appendix B)

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6.5.3.5 Establish a timeline for the investigation (normally 3 weeks)

6.6 An appointed Investigating Officer will:

- 6.6.1 Write a full Investigation plan (Appendix C)
- 6.6.2 Write to all witnesses and arrange times for interviews
- 6.6.3 Interview the complainant
- 6.6.4 Ensure all interviews are minuted by an appropriate member of staff.
- 6.6.5 Source facts
- 6.6.6 Collate evidence and materials
- 6.6.7 Write a full Investigation report (Appendix D)
- 6.6.8 Submit the report to the Decision Maker with a single recommendation:
 - 6.6.8.1 Case to Answer or No Case to Answer

6.7 The Investigating Officer will present the report to the Decision Maker who will review and ask questions

6.8 A Decision will be made, and all parties informed.

6.9 The Complainant has no right to know the outcome of the decision if not appropriate witnesses have no right to be

6.10 Should Disciplinary Procedures be required, the Grievance will enter the Disciplinary Procedures

7.0 BSB Progressive Discipline Procedures

7.1 BSB maintains the belief that proper standards of conduct, performance, and attendance is crucial in daily interaction with colleagues and the school. The School adopts a positive approach to discipline which calls for corrective actions and coaching before more serious forms of discipline become necessary. This promotes honesty, cooperation, trust and progress.

7.2 Disciplinary action may be taken for violation of any single rule or combination of rules, or for other improper conduct or unsatisfactory performance, and may include any of the following actions.

7.3 The School reserves the absolute right to initiate the form of discipline it deems appropriate.

7.4 In an effort to ensure equitable treatment of employees, Human Resources must approve all cases of Warning, Suspension or Termination prior to implementation. Individual department heads are responsible for recommending the disciplinary action.

7.5 Failure of the School to enforce any rule does not excuse any employee from his or her responsibility to comply with the rule, nor will such failure alter the School's right to take disciplinary action thereafter.

7.6 Informal stage

7.6.1 Prior to formal misconduct procedures being applied, the School may attempt to resolve a situation informally. It should be recognised that informal reprimands given to a teacher by their superior are part of their working relationship and are outside the limit of the disciplinary procedure.

7.6.2 **Corrective Counseling and Coaching** - This refers to the formal discussion of the supervisor with the

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employee concerned. Proper counseling and coaching of necessary action to correct the behaviour and prevent recurrence.

7.6.3 Management Letter – in some situations a warning by management in the form of a Management Letter may be deemed appropriate. This letter will sit on an employee's file but will not be treated as a formal disciplinary action. Should an offence be repeated the Management Letter will be included in the Formal Disciplinary Procedures.

7.7 Formal Disciplinary Procedures for offences other than gross misconduct

7.7.1 The procedural steps set out below are a guide and will not be followed in full in every case, in particular during a member of staff's initial probationary period. The point at which the procedure is entered or the omission of any of the stages will depend entirely on the seriousness of the offence. Thus, a series of minor offences or a repetition of one such offence may involve the entire procedure whilst a more serious offence may well call for a final warning.

7.7.2 Gross misconduct will lead to instant dismissal.

7.7.3 Verbal Warning (For Minor Offences) In the case of minor offences the member of staff will be given a formal verbal warning.

7.7.4 First Written Warning (For Repeated Minor Offences or a More Serious Offence) If a more serious offence occurs or another minor offence occurs after the issue of a formal verbal warning the member of staff will be given a first written warning. Supporting documents or reports of the violation will be attached to the written warning.

7.7.5 Final Written Warning (For Repeated Minor Offences and Very Serious Offences) If another offence occurs after the issue of a first written warning or if there is an action which the School considers is a very serious offence a final written warning will be given to the member of staff.

7.7.6 Dismissal. This is the most serious form of employee discipline which only becomes necessary when all attempts to correct the misdemeanour have failed, except in cases where dismissal is resorted to specifically as per School Code of Conduct even for the first offenders. Termination of employment must only be resorted to after a thorough investigation and the concerned employee has been afforded with due process. Where a decision to dismiss has been taken the member of staff will be informed that he will receive a formal written notice of this decision, together with a clear statement of the reasons for dismissal.

8.0 Procedure appropriate at each stage

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8.1 At each stage the complaint against the employee shall be notified to the employee and he/she will be given the opportunity to state his / her case. He / She shall be told that he/she can be accompanied by a friend or fellow colleague of his/her choice. Employees cannot be accompanied by legal representation during Disciplinary stages.

8.2 At every stage the employee shall be informed of:

8.2.1 His/her alleged misdemeanor

8.2.2 The consequences of further misdemeanor

8.2.3 If a verbal warning is given then a written record of this warning will be made in the employee's file.

8.2.4 As each warning is given the School shall specify the period of time to be allowed for improvement not only to be achieved but also to be sustained.

8.3 Hearings

8.3.1 Staff will be informed of a disciplinary hearing and given time to prepare.

8.3.2 All relevant documentation will be distributed ahead of the hearing as appropriate.

8.3.3 All staff members have the right to be accompanied at a Disciplinary Hearing, but not represented. The names and relationship of the person accompanying a member of staff need to be submitted for approval in advance.

8.4 Appeals

8.4.1 Every employee has the right to appeal against any disciplinary action taken against him /her. The wish to appeal should be notified in writing to the Head of Human Resources and shall be heard whenever possible within 3 working days of the disciplinary interview. In cases where the disciplinary action has been taken by the Executive Headmaster then of course no appeal can be made, but he will review his / her decision as if it were an appeal if so requested. Unless the appeal is made within five days of the interview, it will be assumed that the employee accepts the disciplinary action taken.

9.0 Gross Misconduct

9.1 Except in trivial cases which will be treated as misdemeanours the following are examples of actions which constitute gross misconduct and will lead to dismissal:

9.1.1 Refusal to carry out reasonable instructions from a superior.

9.1.2 Refusal to partake in a Grievance Investigation procedure.

9.1.3 Theft: either from the School, its employees, pupils or parents, including the unauthorised possession of any of the School possessions, goods, materials, products or produce.

9.1.4 Fraud: any deliberate falsification of records or any deliberate attempt to defraud the School or fellow employees. Fraud can include falsification of timesheets, travel claims, self-certification forms, etc.

9.1.5 Violence: any fighting or violence involving any fellow teacher or any other person which takes place on the School premises or at a School function.

9.1.6 Indecency which is related to employment with the School.

9.1.7 Deliberate damage to School property, or to the property of fellow employees

9.1.8 Intoxication on the School premises or the bringing of intoxicants or illegal drugs onto the Company premises at any time or onto the premises of an assigned school.

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9.1.9 Gross carelessness or negligence: including any action or failure to act which threatens the health or safety of any fellow employee or the School, pupil or teacher including any disregard of safety rules which jeopardises the safety of those on the school premises.

9.1.10 Failure to comply with the provisions of the School's Health & Safety Policy

9.1.11 Failure to observe the confidential nature of information concerning the School.

9.1.12 Any conduct which does or may bring the School business into disrepute.

9.1.13 Breach of contract of employment: any fundamental breach of contract which renders continuation of employment impossible including failure to meet statute related provisions.

9.1.14 Harassment of other members of staff or of others, whether the harassment is sexual, racial or of any other kind.

9.1.15 Discrimination against other members of staff, applicants for employment or others which is on grounds of the 9 (nine) protected characteristics.

9.1.16 Obtaining unauthorised access to, making unauthorised use of or making unauthorised amendments to information stored on computers, computer software or computer hardware.

9.1.17 Any breach of the laws of the Kingdom of Bahrain.

10.0 Misdemeanours

10.1 The following are examples of action which may be regarded as action warranting disciplinary action amounting to less than summary dismissal, and for which dismissal may be appropriate if corrective action is not taken after the issue of a written warning:

10.1.1 Unauthorised absence: including unauthorised absenteeism or unauthorised absence from the workplace

10.1.2 Poor standard of work; or inadequate attention to work.

10.1.3 Poor timekeeping or attendance: every member of the staff is required to give constant and regular attendance within the terms of their contract of employment.

10.1.4 Provocative, abusive or truculent behaviour.

10.1.5 Sexist or racist conduct or behaviour of any kind.

11.0 Table of Penalties (Appendix E)

11.1 The Table of Offenses serves as a reference index when deciding on the appropriate disciplinary action that should be taken for a corresponding unacceptable behaviour as per the Kingdom of Bahrain's labour law.

11.2 Note: Offense is reckoned on a monthly basis

11.2.1 Percentage penalty is calculated from the equivalent basic daily wage. For example: if the violation falls in item # 6, i.e. late for more than 15 -30 minutes without permission or acceptable reason (in 1 month), the penalty is 30% from the basic daily wage. If the monthly wage is BD 150, the computation will be $150/30 \times 30\% = \text{BD } 1.5$ salary deduction

Appendix A

Formal Grievance Form

Complainant Name	
Against whom	
Nature of complaint	
Timeframe of events	
Sources of evidence	
Potential witnesses	

Complainant details	
Department	
E-mail	
Telephone No.	

I have read the Staff Grievance & Disciplinary Policy and wish to make a formal grievance as outlined on this for. I declare that all information provided is true and accurate to the best of my knowledge.

Signed _____

Date: _____

Appendix B

Personnel Investigation

Terms of Reference (Scope)

Investigation commissioned by:	
Date of investigation commission:	
Outline of investigation	
Details of investigation	
Required outcome	
How the investigation findings will be presented	
Timeframe of the investigation.	

Appendix C

Staff Investigation

Investigation Plan

Investigator	
Terms of Reference	
Provisional time – frame	
Policies and procedures to review and follow	
Issues that need to be explored / clarified	
Sources of evidence	
Persons to be interviewed	
Investigation meeting arrangements	
Persons to supply own statement	
Investigation meetings to be completed by	
Collection of evidence to be completed by	
Further considerations	

Appendix D

Staff Investigation

Investigation Report

Name of investigating officer:	
Name of manager who authorised the investigation:	
Date investigation began:	
Terms of reference for the investigation:	
Summary of background to the investigation:	
Process of investigation:	
List of evidence collected:	
List of any evidence that could not be collected (and reasons why):	
List of witnesses interviewed (and confirmation that signed witness statements have been taken):	
List of witnesses that could not be interviewed (and reasons why):	
Summary of physical evidence collected, i.e. what the evidence contains and how it does or does not support the investigation's findings:	
Summary of witness evidence collected, i.e. what the evidence contains and how it does or does not support the investigation's findings:	
Facts that have been established by the investigation:	
Summary of any part of the investigation that was	

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inconclusive:	
Details of any mitigating factors uncovered during the investigation:	
Any other relevant information:	
Investigating officer's recommendation:	
Any other recommendations (the investigating officer must not recommend a possible sanction for disciplinary action as that will be considered at a disciplinary hearing):	
Date investigation completed:	

Signed by investigating officer:

Date:

Appendix E

Kingdom of Bahrain Table of Penalties Guidance

Type of Violation	Proportion of Penalty to Daily Wage			
	1 st Time	2 nd Time	3 rd Time	4 th Time
First: Irregularities related to hours of work:				
1. Reporting late to duty up to 15 minutes without permission or acceptable reason where such reporting does not delay other workers	Verbal warning	Written warning	5 %	10 %
2. Reporting late to duty up to 15 minutes without permission or acceptable reason where such reporting hinders other workers	Verbal warning	Written warning	25 %	50 %
3. Reporting late to duty for a period of more than 15 minutes and up to 30 minutes without permission or acceptable reason where such reporting does not delay other workers.	Written warning	15 %	25 %	50 %
4. Reporting late to duty for a period of more than 15 minutes up to 30 minutes without permission or acceptable reason where such reporting hinders other workers.	Written warning	50 %	75 %	One day
5. Reporting late to duty for a period of more than 15 minutes up to 60 minutes without permission or acceptable reason where such reporting does not hinders other workers.	25 %	50 %	75 %	One day
6. Reporting late to duty for a period of more than 15 minutes up to 30 minutes without permission or acceptable reason where such reporting hinders other workers.	30 %	50 %	75 %	Two days
7. Reporting late to duty for a period of more than 1 hour without permission or acceptable reason where such reporting does not hinder other workers.	Written warning	One day	Two days	Three days
8. Leaving work early for a period of not more than 15 minutes without permission or acceptable reason	Written warning	10 %	Quarter day	One day
9. Leaving work early for a period of more than 15 minutes without permission or acceptable reason	Written warning	10 %	25 %	One day
10. Staying in or returning to work after the end of working hours without any reason/justification.	Written warning	10 %	25 %	One day
Second: Irregularities related to the rules of work:				
1. Exiting from unauthorized exit	Verbal warning	Written warning	15 %	25 %
2. Repeatedly receiving personal visitors during working hours without any permission from the Management	Verbal warning	Written warning	15 %	25 %
3. Eating other than the designated place or time to eat.	Verbal warning	Written warning	15 %	25 %

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4. Sleeping during working hours	Verbal warning	Written warning	25 %	50 %
5. Using the telephone for personal purposes without any permission	Verbal warning	Written warning	25 %	50 %
6. Loitering around or presence of workers at a place other than their workplace during working hours	10 %	25 %	50 %	One day
7. Forging attendance record	25 %	50 %	One day	Two days
8. Disobeying supervisor's direct instructions relating to work	25 %	50%	One day	Two days
9. Failure to carry out instructions of work, provided that such instructions are posted at a conspicuous place at the work site.	25 %	50 %	One day	Two days
10. Sleeping in circumstances that require constant vigilance	Half day	Three days	Two days	Three Days
11. Instigating other employees to act against Management or its rules and regulations	Two days	Three days	Five days	Dismissal
12. Negligence or carelessness in the work which results in damage to the health or safety of workers or to the materials and equipment	Two days	Three days	Five days	Dismissal
13. Smoking in prohibited areas or non-adherence to instructions relating to safety procedures	Two days	Three days	Five days	Dismissal
Third: Irregularities related to the conduct of the worker				
1. Collecting donations from the staff without permission	Verbal warning	10 %	25 %	50 %
2. Writing statements or fixing posters on walls, notice boards	Verbal warning	Written warning	25 %	50 %
3. Extravagant consumption or wastage of raw materials without excuse	Written warning	50 %	One day	Two days
4. False accusation to superiors or fellow workers resulting to the hindering of work	25 %	50 %	One day	Two days
5. Refusal to be inspected on leaving from work	25 %	50 %	One day	Two days
6. Violation of hygienic instructions related to workplace	50 %	One day	Two days	Five days
7. Using Company's property for personal purposes.	One day	Two days	Three days	Five Days
8. Assaulting or fighting colleagues or fellow workers during working hours	One day	Two days	Three days	Five Days
9. Pretense of illness	One day	Two days	Three days	Five Days
10. Refusal to undergo a company required medical examination	One day	Two days	Three days	Five Days
11. Failure to remit the money received for the account of the Company as scheduled without acceptable justification	Two days	Three days	Five Days	Dismissal
12. Violation of local orders and instructions for action	Two days	Three days	Five Days	

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13. Failure to follow the appropriate dress code	Verbal warning	Written warning	10 %	25 %
14. Failure to complete the training and development program	Written warning		10 %	25 %
15. Refusal to render overtime	Verbal warning	Written warning	25 %	50 %
16. Soliciting, accepting or offering bribes and inducements for the purpose of conducting business	Written warning		10 %	25 %
17. Leaving important information in the office	Verbal warning	Written warning	25 %	50 %
18. Leaving important information on the printer or on the photo copy machine or on the fax machine	Verbal warning	Written warning	25 %	50 %
19. Destruction of backup data without permission from employer	Written warning		10 %	25 %
20. Failure to report a theft of computers and accessories or any other devices	Written warning		10 %	25 %
21. Failure to log out from the network or shut down the computer when going on leave or when leaving the office unless otherwise giving a call to inform	Verbal warning	Written warning	25 %	50 %
22. Misuse of e-mail	Verbal warning	Written warning	25 %	50 %
23. Encroachment on their direct officials or by any means	Written warning		10 %	25 %
24. Hiding a message delivered to, destruction of, or opening messages including wired and wireless messages	Written warning		10 %	25 %
25. Destruction of a backup copy stored from a device or in another place	Verbal warning	Written warning	10 %	25 %
26. Failure to close the personal computers at the end of the official working hours	Verbal warning	Written warning	10 %	25 %

Appendix F

COVID – 19 Levels of Misconduct Table of Penalty

LEVEL OF MIS-CONDUCT	MISCONDUCT	ACTION 1st OFFENCE	ACTION 2nd OFFENCE	ACTION 3rd OFFENCE
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COVID-19 serious misconduct	Failure to adhere to the Personal Protective Equipment (PPE) Protocols including wearing face mask at all times	First Written Warning	Final Written Warning	Dismissal
	Failure to adhere to Social Distancing Protocols	First Written Warning	Final Written Warning	Dismissal
	Failure to adhere to Sanitization/Hygiene Protocols	First Written Warning	Final Written Warning	Dismissal
	Failure to adhere to Health and Safety Protocols	First Written Warning	Final Written Warning	Dismissal
	Failure to adhere to prohibition of unnecessary meetings and the increased use of video conferencing facilities.	First Written Warning	Final Written Warning	Dismissal
	Failure to maintain safety protocols using public transport	First Written Warning	Final Written Warning	Dismissal
	Failure to immediately report any of your symptoms of COVID-19 or other employees symptoms to the Head, School Nurse or COVID - 19 Compliance Officer	Final Written Warning	Dismissal	

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Failure to immediately report anyone living with you that has symptoms or has been diagnosed with COVID-19 to the Head, School Nurse or COVID-19 Compliance Officer	Final Written Warning	Dismissal	
Failure to adhere to international travel protocols	Final Written Warning	Dismissal	
Failure to adhere to Self-Quarantine Protocol	Final Written Warning	Dismissal	
Dishonesty relating to underlying health issues or chronic conditions Protocol	Dismissal		