



Grievance and Disciplinary Policy

Date policy agreed

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Date due for review

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Produced by

Sam Barlow – Chief Officer

Reviewed by

Vickie Hillier – Deputy Chief Officer

1. Purpose

This policy outlines the grievance and disciplinary procedures for all individuals engaged with Fitmums and Friends, including both volunteers and paid staff. It ensures fair, transparent, and consistent handling of concerns, disputes, or conduct issues, in line with relevant legal requirements, charity values, and—where applicable—the governance of external bodies such as England Athletics.

2. Scope

This policy applies to:

- All volunteers, including Club Co-ordinators, activity leaders, and administrative volunteers.
- All employees of Fitmums and Friends.

Where an activity or issue falls under the remit of England Athletics, their processes and procedures shall take precedence in relation to conduct, safeguarding, and dispute resolution specific to athletics-based activities .

3. Principles

- Fitmums and Friends is committed to creating a supportive, inclusive, and respectful environment.
 - Volunteers and staff will be treated fairly and with dignity at all times.
 - Concerns will be addressed promptly, proportionately, and in line with the nature of the issue.
 - For athletics-related activities, England Athletics' disciplinary and grievance procedures must be followed in line with Fitmums and Friends affiliation.
 - For all non-athletics activities or where England Athletics processes do not apply, the procedures set out in this policy will be followed.
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4. Grievance Procedure

Grievances are concerns, problems, or complaints that an individual wishes to raise.

4.1 Informal Resolution

Where possible, individuals are encouraged to raise concerns informally and directly with the person involved or with a club leader/line manager. This may resolve issues quickly without formal escalation.

4.2 Formal Grievance Procedure

If informal resolution is not appropriate or successful, the individual may raise a formal grievance.

i. Submitting a Grievance

- Submit in writing to the Chief Officer or appropriate manager (for employees), or the Chair of Trustees if the grievance concerns a senior member of staff or a trustee.
- Clearly state the nature of the grievance, relevant facts, dates, and provide any evidence.
- Acknowledgement of receipt of grievance will be provided within 2 working days.

ii. Investigation

- An appropriate manager or trustee will conduct a fact-finding investigation within 10 working days of acknowledgment.

iii. Grievance Hearing

- If deemed necessary, a hearing will be arranged within 20 working days of the acknowledgement of the grievance.
- The individual who has had a grievance raised against them has the right to be accompanied by a colleague or representative.
- A written outcome will be provided within 5 working days of the hearing.

iv. Appeal Process

- Appeals should be made in writing within 5 working days of the outcome.
- The appeal will be heard by a panel of at least 2 people not previously involved.
- A final written decision will be issued within 5 working days.

5. Disciplinary Procedure

The disciplinary procedure applies to conduct or behaviour that may breach Fitmums and Friends' values, policies, or expectations. For athletics-based activities, England Athletics' disciplinary procedures apply where appropriate.

5.1 Informal Action

Minor concerns may be dealt with informally through discussion, training and support.

5.2 Formal Disciplinary Procedure

a. Investigation

- An appropriate manager ([for employees](#)) or trustee will conduct a fact-finding investigation.
- The person subject to the investigation will be informed of the findings and given an opportunity to respond within 5 working days.

b. Suspension

- During the investigation, suspension may be considered in appropriate cases, particularly where safety or impartiality may be affected.

- Suspension is a neutral act and not a disciplinary outcome.

c. Disciplinary Hearing

- If formal action is required, a hearing will be arranged with the person who has led the fact finding investigation and 1 other appropriate person.
- The individual will receive written notice of allegations and supporting evidence at least 5 working days in advance [of a hearing](#).
- The [individual](#) may be accompanied by a colleague, volunteer, or representative.

d. Outcomes

Depending on the seriousness of the issue, outcomes may include:

- No further action
- Verbal warning
- Written warning
- Training or support plan
- Temporary removal from duties
- Permanent removal from duties
- Dismissal (employees) or termination of volunteer agreement

A written decision will be provided, along with details of the right to appeal.

5.3 Appeals

- Appeals must be submitted within 5 working days of receiving the outcome.
- Appeals will be heard by a different individual or panel.
- The decision of the appeal panel is final.

6. England Athletics Affiliation

For all activities that fall under the governance of England Athletics, including (but not limited to) running and junior athletics.

- Fitmums and Friends will adhere to the England Athletics Disciplinary and Grievance Procedures [\[England Athletics Club Guide – Managing Club Disputes and Complaints. June 2024\]](#)
- Any concerns related to conduct, safeguarding, or performance in these areas should be referred to the Overarching Welfare Lead and/or England Athletics directly.
- Outcomes may be shared with Fitmums and Friends and may affect the volunteers ability to volunteer.

7. Safeguarding Concerns

Any concern involving potential harm to children or vulnerable adults must be treated as a safeguarding issue. If there is an immediate risk to the child/vulnerable adult, police should be contacted via 999. If the concern is not of immediate danger, it must be reported immediately to the Overarching Welfare Lead.

Safeguarding concerns are dealt with outside the grievance or disciplinary processes in accordance with the Fitmums and Friends Safeguarding Policy and, where applicable, England Athletics Safeguarding Procedures.

8. Confidentiality

All matters relating to grievances or disciplinary issues will be handled with appropriate confidentiality. Records will be kept securely and in line with data protection legislation.

Detail of Policy Reviews

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