

STAFF INDUCTION AND SANCTIONS POLICY

Last updated: **29/01/2025**

The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

Policy Statement

Our organisation is committed to maintaining a culture of integrity, transparency, and accountability. This Whistleblowing Policy provides a framework for employees, contractors, learners, and other stakeholders to raise concerns about misconduct, unethical behaviour, or illegal activities within the organisation without fear of reprisal.

Scope of the policy

This policy applies to:

- All newly hired employees (full-time, part-time, temporary, and contract).
- Current staff members who are subject to organisational rules and regulations.

Location of the policy

This policy is available for all staff members, third parties and learners to access. The most up to date version of the policy is available on our website www.theteachertrainer.co.uk.

Communication of the policy

It is important that TTT staff (involved in the management, delivery, assessment and quality assurance of nationally recognised qualifications) and learners undertaking our qualifications, are fully aware of the contents of the policy. It is a requirement that staff at TTT access, read and understand the policy during their induction.

Monitoring and Review of the policy

TTT will review the policy annually as part of our self-evaluation process and revise it as and when necessary or as required by legislative or organisational changes. The review process includes analysis of monitoring data, consultation with and feedback from customers, learners, clients, staff and other stakeholders, changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required. Our review will ensure that our procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Purpose

The purpose of this policy is two-fold:

- To establish a clear, standardised induction process that ensures all new hires are effectively integrated into the organisation.
- To outline the procedures and possible sanctions for staff members who violate organisational policies or engage in misconduct.

3. STAFF INDUCTION POLICY

Objectives

- Ensure new staff understand the organisation’s mission, vision, and values.
- Clarify roles, responsibilities, and performance expectations from the outset.
- Foster a supportive environment that encourages early engagement and productivity.
- Provide necessary training and resources to help new staff adapt quickly.

Responsibilities

Department Heads/Line Managers

- Oversee the entire induction process.
- Provide new hires with necessary documentation, contracts, and organisational policies.
- Facilitate onboarding meetings, ensures all paperwork is completed.
- Assign a mentor or “buddy” to guide new staff.
- Explain job-specific responsibilities, goals, and expectations.
- Ensure timely completion of required training.

Mentors/Buddies

- Act as the first point of contact for new employees.
- Assist in navigating organisational processes and culture.
- Offer advice and support in the initial employment period.

New Employees

- Actively participate in induction sessions and training programs.
- Seek clarification when needed.
- Review and abide by organisational policies.

Induction Process and Timeline

Pre-Start Preparation

- **Offer Letter & Contract:** Issued by the Director and signed by the new hire before joining.
- **Information Pack:** Shown to the new hire, including the staff handbook, policies, organisational chart, and FAQs.

First Week

- **Orientation Session:** Overview of organisational structure, mission, vision, and core values.
- **Meet the Team:** Introductions to colleagues, department heads, and assigned mentor/buddy.
- **Workstation Setup:** Ensure the new hire’s workstation, equipment, and IT access are functional.

First Month

- **Role-Specific Training:** Focus on key responsibilities, tools, and processes.
- **Goal Setting:** Collaborate with the line manager to set short-term objectives.
- **Check-Ins:** Weekly check-ins with the mentor or line manager to address challenges or concerns.

Ongoing Development

- **Regular Review Meetings:** Scheduled performance discussions at 3 months and 6 months.
- **Additional Training:** Based on job requirements or skill gaps identified.

Evaluation of Induction Success

- **Feedback Surveys:** Director/HR collects feedback from new staff to gauge induction effectiveness.
- **Performance Metrics:** Early performance indicators (e.g., quality of work, engagement) are reviewed.
- **Retention Rates:** Monitored to assess whether the induction process impacts employee turnover.

4. SANCTIONS POLICY

Purpose of the Sanctions Policy

- Maintain a professional and respectful work environment.
- Ensure all staff adhere to organisational standards, policies, and applicable laws.
- Provide a fair and transparent process for addressing misconduct or policy violations.

Types of Misconduct

Misconduct can include (but is not limited to):

- **Minor Infractions:** Lateness, unauthorised breaks, minor procedural errors, or improper record-keeping.
- **Major Infractions:** Repeated minor offenses, insubordination, violation of safety guidelines, unauthorised disclosure of confidential information.
- **Gross Misconduct:** Harassment, discrimination, theft, fraud, violence, or serious breach of company policy or laws.

Sanction Levels

Verbal Warning

- Issued for first-time or minor infractions.
- Manager or Director communicates the nature of the issue and steps for improvement.
- Documented informally for reference.

Written Warning

- Given if behaviour or performance does not improve after a verbal warning, or for more serious first-time offenses.
- Details the violation, expected improvements, and potential consequences of further misconduct.
- Copies filed and shared with the employee.

Final Written Warning

- For repeated or severe misconduct, or failure to improve following a written warning.
- Outlines the gravity of the issue and clearly states that further violations may lead to termination of employment.

Suspension

- Used in cases of serious misconduct pending an investigation.
- Suspension may be with or without pay, subject to local labour laws and organisational discretion.

Dismissal/Termination

- Employed as a last resort for gross misconduct or repeated serious infractions.
- Follows a formal disciplinary investigation and hearing, complying with legal requirements.

Disciplinary Investigation and Hearing

Investigation

- Conducted by Director or an appointed manager.
- The employee is notified in writing about the allegations and given a chance to respond.

Hearing/Meeting

- A formal meeting where evidence is presented, and the employee may bring a representative or witness (if permitted by local regulations).
- A decision is made based on all information.

Outcome and Sanction

- Communicated to the employee in writing, detailing any sanction imposed and the basis for the decision.

APPEALS PROCESS

- The employee has the right to appeal any disciplinary decision within 5 working days from receiving the decision letter.
- Appeals should be submitted in writing to a designated manager or an impartial appeals committee.
- A separate appeals hearing is scheduled, and the final decision is communicated promptly.