

DAMBAI COLLEGE OF EDUCATION



STAFF DISCIPLINARY POLICY

DACE/SDP001/2020

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STAFF DISCIPLINARY POLICY

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1. INTRODUCTION

The College expects all staff; teaching and non-teaching to conduct themselves in an appropriate manner in their day-to-day work, including their dealings with colleagues, students and external entities. Staff are also expected to familiarise themselves with all College policies which set out expected standards of behaviour and adhere to its principles. As expected in any society there should be established mechanisms for dealing with disciplinary issues. The College aims to deal with all disciplinary issues in a fair and consistent manner. This policy will provide guidelines for dealing with staff disciplinary issues in order to create a congenial environment for teaching and learning.

2. POLICY STATEMENT

The College is committed to ensuring a working and learning environment in which all staff is treated with respect and dignity. Disciplinary issues at work place are noted to have adverse effect on work output of staff of every institution. The College is dedicated to ensuring that all disciplinary matters are treated fairly and with due confidentiality. The College will make every effort to deal with disciplinary allegations as quickly as possible at the appropriate management level. The application of this policy and its supporting procedures is intended to promote working environment that is friendly for academic work.

3. PURPOSE/OBJECTIVE

The purpose of this policy is to create procedures that will help and encourage all staff to achieve and maintain the required standards of conduct of discipline in the College.

Objectives of the policy are to:

- i. clearly outline steps to follow in dealing with disciplinary issues of staff.
- ii. ensure discipline of staff in the College environment

4. SCOPE

This Policy applies to all categories of staff in the College.

5. SUPPORTING PROCEDURES

A. Key Principles

The College will observe the following principles in all disciplinary matters:

- i. all disciplinary matters will be treated with due confidentiality.
- ii. the College will make every effort to deal with disciplinary allegations as quickly as possible, at the appropriate management level.
- iii. no disciplinary action may be taken before a case is fully investigated and until a Disciplinary Committee Hearing has taken place.
- iv. except in cases of gross misconduct, staff may not normally be dismissed for a first disciplinary offence.
- v. at every stage in the Disciplinary Procedure, staff will be clearly advised in writing of the nature of the allegations against them, and will have the opportunity to state their case before any decision regarding disciplinary action is made.
- vi. staff will be provided with evidence gathered through the investigation before any Disciplinary Committee Hearing. This will include any statements by third parties and records of interviews.
- vii. at all stages of the formal Disciplinary Procedure, staff have the right to be accompanied by their Union representative(s).
- viii. the appointment of an Investigating Officer(s), the Chairperson of a Hearing or a Panel, will always be subject to avoiding current and potential conflicts of interest.
- ix. the electronic recording of a hearing committee of any case shall be at the discretion of the chairperson of the hearing.
- x. staff may appeal against any disciplinary action(s) taken as a result of a Disciplinary Hearing.

B. Disciplinary Procedure

The College shall follow the following procedures in dealing with disciplinary issues;

- i. misconduct shall be formally reported to the office of the Principal for disciplinary action to be initiated.
- ii. depending on the issue, a disciplinary committee shall be constituted to investigate and present report to the Principal for consideration as set out in the harmonized conditions of service.
- iii. outcome of disciplinary hearing shall be communicated to the person concerned formally by indicating the nature of the misconduct, the nature of the disciplinary action to be taken, the reason for the decision, the length of time of any disciplinary action, consequences of further misconduct, other officers the decision may be communicated to and lastly, time scale for an appeal when necessary.
- iv. there shall be three stages to the Disciplinary Procedure as follows;
 - Stage one** – Investigation: This involves an investigation into the alleged misconduct to establish whether there is a case to answer.
 - Stage two** – Hearing: This involves a Disciplinary Hearing with the employee. A decision will be taken following a hearing as to whether any disciplinary action is necessary, and if so, what is appropriate. Outcome of the hearing shall be communicated to the accused through the appropriate authority.
 - Stage three** – Appeal: An appeal may be made against any disciplinary action taken.

C. Levels of Penalties/Punishment

- i. warning or reprimanding
- ii. withholding of increment
- iii. suspension from duty without pay for a period not exceeding fourteen (14) days
- iv. reduction in rank or grade
- v. interdiction
- vi. dismissal without notice
- vii. termination of appointment

D. Criminal Offences

Criminal offenses shall be reported to the appropriate law enforcement agencies for action

6. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

7. RESPONSIBILITY FOR IMPLEMENTATION

- a. The Principal
- b. The Academic Board

8. RESPONSIBILITY FOR MONITORING

- a. The Principal
- b. The Academic Board

9. KEY STAKEHOLDERS

- a. The College Governing Council
- b. The Academic Board
- c. The College Management
- d. The Staff
- e. The Colleges of Education Teachers Association of Ghana (CETAG)
- f. The Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG)

10. STATUS

Approved

11. INITIATING BODY

The College Management

12. SPONSOR

The College Principal

17. AUTHOR

The College Principal

10. APPROVAL BODY

The College Governing Council

14. EFFECTIVE DATE

16th September, 2020

15. REVIEW DATE

2023

16. RELATED LEGISLATION

Colleges of Education Act, 2012 (Act 847)

17. RELATED POLICY

- a. Harmonized Statutes for Colleges of Education, Ghana
- b. Harmonized Conditions of Service for Colleges of Education, Ghana
- c. Appointment and Promotions Policy

18. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

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