



# Disciplinary Policy

## ^ Details

Policy owed by: Human Resources	Date first implemented: 01 January 2024
Tier: 2 (Policy)	Date of most recent approval (following significant amendment): 01 October 2024
Version: 11	Review by (3 years on from date of most recent approval following significant amendment): 01 October 2027
Policy applies to: Colleagues, Volunteers	People Impact Assessment: <a href="#">693 - Disciplinary Policy V11.docx</a>
Senior responsible manager: Director HR and Culture	Security classification: Not protectively marked
Direct enquiries to: Employee Relations and HR Generalists	Related tier 2 policies: <ul style="list-style-type: none"><li>• <a href="#">Bullying and Harassment Policy</a></li><li>• <a href="#">Code of Ethical Conduct - Keeping Kent Fire and Rescue Service a good place to work</a></li><li>• <a href="#">Grievance - Resolving Working Relationship Concerns Policy</a></li><li>• <a href="#">Social Media Policy</a></li><li>• <a href="#">Speak Up Policy - Raising a Matter of Concern</a></li></ul>
Authorised by: CMB	Version change summary (inc. date of new version): V11 (01/10/2024) conversion into Tier 2 and Tier 3 format. PIA reviewed and updated.

## ^ Introduction

At Kent Fire and Rescue Service (KFRS), we value fair treatment and respect for all colleagues. This policy helps us manage conduct issues. For performance and attendance, please refer to the Supporting Performance or Supporting Attendance at Work policies. This policy applies to all KFRS colleagues.

Natural justice means everyone should be treated fairly. If there's a complaint against you, you'll be informed and given a chance to explain. Hearings or investigation meetings will be unbiased and will listen to both sides. For any questions about this policy, please contact the Human Resources Team (HR).

## ^ Service policy

Kent Fire & Rescue Service (KFRS) expects everyone to treat each other with respect and kindness. We have guidelines to ensure everyone feels safe and respected. Our goal is to create a workplace where these procedures are rarely needed because everyone understands and respects each other. When necessary, this policy provides clear steps to identify, address, and resolve inappropriate conduct.

It is important for all concerns about conduct to be managed effectively. We promote open communication and aim to provide a supportive and positive working environment. Colleagues should understand our behaviour expectations, both at work and outside of work. Relevant policies include:

- Code of Ethical Conduct
- Bullying and Harassment Policy
- Social Media Policy

Formal disciplinary action is a last resort, used when informal approaches fail or are inappropriate due to the severity of the issue. Our approach is based on fairness, justice, and learning to prevent repeated mistakes.

## ^ Organisational aim

Our policy supports our organisational aim, "Saving lives and reducing harm," by aligning our workforce with our business goals and objectives.

Our aim is to foster a work environment where everyone feels safe, respected, and valued. We strive to:

- Ensure fair and respectful treatment of all colleagues.
- Provide clear guidance on managing inappropriate conduct.
- Promote open communication and a supportive work atmosphere.
- Encourage understanding and adherence to expected behaviours.

As our conduct is at the centre of serving our customers effectively, It is our expectation that this policy will be followed in considered accordance with our Code of Ethical Conduct

## ^ Relevant legislation and documentation

This policy complies with the following UK legislation and guidelines:

- [ACAS Code of Practice and Guidelines](#)
- [Employment Rights Act 1996](#)

- [The Grey Book - National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service \(6th Ed\)](#).

We adhere to all relevant labour laws, regulations, and industry standards related disciplinary and conduct management. Compliance with legal requirements ensures fairness, equity, and transparency in our practices.

## ^ **Linked guidance (Tier 3)**

[Disciplinary Guidance](#)

[Disciplinary Policy For Dealing with an Allegation of Misconduct by a Senior Officer](#)

## ^ **Data inputs and controls**

KFRS strives to be a learning organisation and carry out regular, anonymised case reviews to continually improve. The effectiveness of this policy will be monitored by reviewing requests for resolution and any appeals received to ensure the correct procedure is followed.

Any learning points and trends will be identified by HR who will make recommendations to the Director HR and Culture about potential changes.