

# **HASSRA**

# **Disciplinary Policy** and

# **Procedures**

## A Brief Summary

This document provides a brief summary of the HASSRA Disciplinary Policy and Procedures. Refer to the separate DPP document for full detailed guidance.

# Levels of Misconduct

## HASSRA categorises misconduct into four levels:

### 1. Minor Misconduct

- Nature: Isolated, low-impact behaviour falling below expected standards.
- Examples: Rudeness, minor inappropriate comments, being unfit to compete due to alcohol (low-impact), smoking in no-smoking areas.
- Typical response: Informal action (discussion, advice, warning).

### 2. More Serious Minor Misconduct

- Nature: Still minor but of greater impact; may require formal action but can be reduced to informal when mitigation considered.
- Examples: Posting inappropriate content on social media/HASSRA boards; minor rudeness to public.
- Penalty: First Written Warning (12 months).

### 3. Serious Misconduct

- Nature: Repeated minor misconduct or significant breaches of expected behaviour.
- Examples: Drunk and disorderly at events, abusive behaviour, bullying, victimisation, harmful social media posts, failure to follow instructions with serious consequences.
- Penalty: First Written Warning or Final Written Warning (depending on past conduct and/or consideration of mitigating factors). May include bans from events or roles.

### 4. Gross Misconduct

- Nature: Behaviour that fundamentally breaks trust with HASSRA.
- Examples: Physical violence, serious harassment (including sexual), theft/fraud, serious criminal convictions, deliberate damage, extreme offensive behaviour, serious breaches of HASSRA/Civil Service standards.
- Penalty: Expulsion from HASSRA (default). May be reduced only with significant mitigation.

# Key Steps in the Disciplinary Procedure

## 1. Determine the Level of Misconduct

Assess seriousness, impact, intent, reputational risk, and evidence.

## 2. Decide Between Informal or Formal Action

- Informal: For isolated minor misconduct.
- Formal: For more serious minor misconduct, repeated minor issues, serious or gross misconduct.

## 3. If Informal Action Applies

- Discussion, advice, coaching, clear expectations set.
- Member is advised further issues may trigger formal action.

## 4. If Formal Action Applies

Includes multiple sub-steps:

### 4a. Consider Immediate Suspension

Used in serious or gross misconduct cases (e.g., sexual harassment, criminal concerns).

### 4b. Decide on Fast-Track

Fast-track is used if evidence is straightforward and no witness statements are needed.

### 4c. Inform the Member

Member is notified of allegations and given opportunity to name witnesses.

### 4d. Gather Evidence

Witness statements, supporting documents; member is provided with all evidence and given 10 working days to respond.

### 4e. Appoint a Disciplinary Committee

Three impartial members (regional/national depending on where misconduct occurred).

### 4f. Decide the Outcome

Committee reviews evidence; may hold a meeting with the member.  
Decision made on balance of probabilities.

### 4g. Consider Mitigation

E.g., ill-health, provocation, stress, personal issues, previously good behaviour, voluntary disclosure.

### 4h. Apply Appropriate Penalty

Penalties vary depending on level (see below).

### 4i. Inform the Member

Written outcome with right of appeal.

### 4j. Record the Decision

Documentation stored by National HASSRA Business Support Team.

# Penalties Overview

Level	Typical Penalty	Notes
Minor Misconduct	Informal discussion/advice Misconduct	Record kept; no committee needed.
More Serious Minor	First Written Warning (12 months)	May be reduced to informal with strong mitigation.
Serious Misconduct	First or Final Written Warning	Final Warning lasts 12–24 months; may include event/role bans.
Gross Misconduct	Expulsion from HASSRA	Can be reduced to Final Warning only in exceptional circumstances.
Repeated Misconduct	Termination of membership	After progression through written warnings.
Additional Possible Penalties	Bans from events; suspension from roles; restriction of duties; social media posting restrictions	Used depending on severity and circumstances.

## Appeals

Members can appeal against:

- procedural error
- the decision itself

Appeal must be in writing within **10 working days**.

Appeals handled by a new, independent committee.

# Who Handles Complaints?

## HASSRA Regional Chair

For minor misconduct at **regional** events (unless the complaint is about the Regional Chair, in which case it should be referred to the National Team).



In cases where formal action is required, the Regional Chair should convene a Regional Disciplinary & Complaints Committee comprising three members from the regional Board of Management who have not witnessed or been involved in the alleged offence. Where this is impossible, they should ask the National Team for advice.

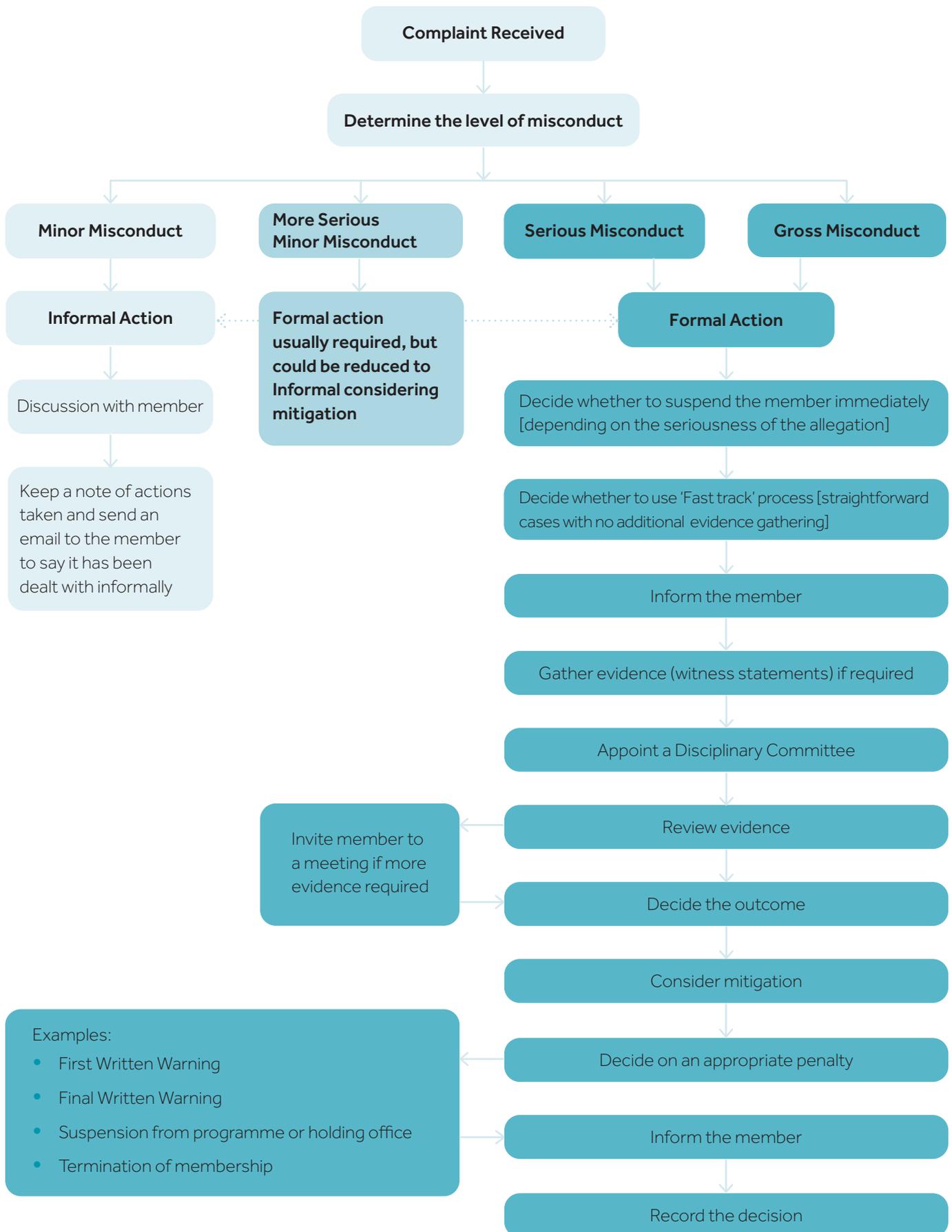
## HASSRA National Team

For minor misconduct at **national** events, or for any misconduct assessed as **serious** or **gross**, or where the allegation has not taken place at a HASSRA event.



In cases where formal action is required, the HASSRA National Team should convene a National Disciplinary & Complaints Committee comprising three members from the National Board of Management and/or Regional Chairs or Vice Chairs. The committee should not include the Chair of the region which the member is from.

# Complaints Process



# Appeals Process

