



Margaret Morris Movement International Limited

DISCIPLINARY AND GRIEVANCE PROCEDURES

Stage 1

If any member of Margaret Morris Movement International Limited (MMMI) behaves in an unacceptable fashion, or contravenes the Constitution, Diversity and Equal Opportunities Policy, Code of Ethics and Conduct covered in the Child Welfare and Protection Policy and Vulnerable Adults Policy, a warning will be given by the relevant Area Representative.

Stage 2

If they continue with the unacceptable behaviour, or contravene other rules set out in Stage 1, they will be asked to attend a meeting with two members of the Board and will receive a formal warning, and a letter will be sent confirming what was discussed at the meeting.

Stage 3

If they continue with the unacceptable behaviour or contravene other rules as set out in Stage 1, they will be asked to attend a meeting with two members of the Board (not involved in the first meeting) and will receive a Final Warning. Any other offence will mean they will no longer be a member of the MMMI. A letter will be sent confirming what was discussed at the meeting.

Stage 4

If they continue with the unacceptable behaviour or contravene other rules as set out in Stage 1 and Stage 3 they will be asked to relinquish their membership of MMMI. A letter will be sent confirming what was discussed at the meeting.

(At all meetings the member is entitled to be accompanied by another member of MMMI of their choice. Notes should be kept of what was discussed at every stage and kept on file.)

APPEAL PROCEDURE

If the member wishes to appeal against the decision to relinquish the membership of MMMI, they should put their appeal in writing to the Administrator, who will arrange a meeting, attended by Directors who have not been involved in the disciplinary meetings, to put their case. Other members of the Board who were involved in the previous stages would be invited to attend but would not be involved unless invited to be by the Director holding the meeting. The member could also bring another member of MMMI. The decision at this meeting will be final.

GRIEVANCE PROCEDURE

If any member of MMMI is unhappy with the behaviour of another member, or with decisions made by the Board of Directors, they should put their complaint in writing and either approach their Area Representative or the Administrator. *(If the grievance is concern about an MMMI teacher's behaviour in their treatment of children or vulnerable adults, or the behaviour of a parent or guardian, then the procedures in the Child Protection Policy must be followed.)*

Stage 1

If the complaint can be sorted by the Area Representative or the Administrator to the member's satisfaction, no further action need be taken. If not the complaint should go to Stage 2.

Stage 2

The complaint should be put in writing with the action so far taken and sent to the Administrator, who will inform the Board of Directors who will decide what further action has to be taken to solve the problem. The decision of the Directors will be final. The complainant will be fully informed of any action taken.