בס"ד

LSJS

London School of Jewish Studies

Staff Disciplinary Policy & Procedure

President
Chief Rabbi Sir Ephraim Mirvis

Deputy President
Rabbi Joseph Dweck

Chair of Directors
Bill Benjamin

Chief Executive
Joanne Greenaway

Dean & Rabbi Sacks Chair of Modern Jewish Thought
Rabbi Dr Raphael Zarum

This policy and procedure are designed to help and encourage all staff to achieve and maintain the required standards of conduct, attendance and job performance.

The disciplinary procedure applies to all employees at the London School of Jewish Studies (LSJS) and is seen as an aid to good management.

Key principles

- Where the disciplinary procedure is applied, it will be done so in a fair, clear, effective, and consistent manner.
- Before any disciplinary proceedings begin, all the facts surrounding the case will be fully investigated, fairly and objectively.
- Before the start of any formal stage in the procedure you will be told of the nature of the complaint against you in writing and no decision will be made without you having been given the opportunity to fully state your case.
- At all stages of the disciplinary procedure, you may choose to be accompanied by a work colleague of your choice or a trade union employee or official.
- Unless you have committed an act of gross misconduct, you will not usually be dismissed for a first breach of discipline.
- You will have the right to appeal against any disciplinary action that is taken against you.
- Full written records will be kept of all investigations, interviews and hearings during the disciplinary procedure. You will be entitled to copies of any official notes made during the procedure.
- We will give you reasonable notice, as far as is reasonably practicable, to attend any disciplinary hearing and where you are unable to attend at the proposed time, due to legitimate reasons, we will attempt to re-schedule the meeting wherever possible.
- Following your attendance at a disciplinary hearing, you will receive written confirmation of the outcome. This will give details of the complaint, the improvement required and the time scale. It will also advise you of your right of appeal and explain how this process works.

Minor misconduct issues can often be resolved informally between you and your line manager. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but may not be used at any future disciplinary or capability hearings.

Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation). LSJS can start the process at any stage, depending on the seriousness of the alleged conduct.

Stage 1 – First Written Warning

If the offence is of a more serious nature, or your conduct is still unsatisfactory after an informal discussion, a first written warning will probably be given.

A record of the first written warning will be kept on your file for a period of 12 months but will be disregarded after this time.

If there is a repetition of the conduct or there is no satisfactory improvement, then disciplinary action under the next stage will be considered.

Stage 2 – Final Written Warning

If an act of misconduct is sufficiently serious, or if there is still a failure to improve and your conduct is still unsatisfactory, a final written warning will normally be given.

A record of the final written warning will be kept on your personal file for a period of 12 months but will be disregarded after this time. In exceptional cases the period may be extended.

If you fail to make a satisfactory improvement in your conduct, or if there is any repetition of the conduct while the warning is live, this will normally result in your dismissal.

Stage 3 – Dismissal

If your or conduct is still unsatisfactory and you fail to reach the expected standards, dismissal would normally result.

In certain circumstances it may be appropriate to consider demotion as an alternative sanction.

At the time of your dismissal, you will be provided with written reasons for the dismissal, the date on which your employment terminates as well as details of your right of appeal.

Only in exceptional circumstances, i.e. gross misconduct, would you be dismissed for a first breach of discipline.

In cases not involving gross misconduct you will be given your full contractual notice period, or payment in lieu of notice.

Gross misconduct

Gross misconduct is an act of misconduct, which is considered serious enough to result in summary dismissal.

Summary dismissal is dismissal without notice or payment in lieu of notice. The following list gives a non-exhaustive list of examples of the circumstances, which will be regarded as 'gross misconduct':

- Fraud and deliberate falsification of LSJS records or documents.
- Bullying, harassment, violence or sexual misconduct towards other students or staff at LSJS
- Damage to LSJS property
- Any action likely to bring LSJS into disrepute.
- Unauthorised use or disclosure of confidential information.
- Failure to comply with LSJS's financial procedures in relation to the handling of cash, cheques, vouchers etc.
- Unauthorised possession of property belonging to either LSJS or to another person.
- Possession of illegal drugs and/or inability to carry out normal job functions wholly or partly due to the use of illegal drugs or to alcohol.

- Undertaking acts of corruption or bribery.
- Failure to comply with LSJS Health and Safety Policy.
- Failure to comply with LSJS Equality and Diversity Policy.
- Failure to carry out a reasonable management request.
- Refusing to allow a security belongings search to be carried out in accordance with LSJS rules.
- Failure to declare correct information on your application form.
- Conviction for any serious criminal offence whilst an employee of LSJS.
- Smoking anywhere within LSJS's offices.
- Failure to comply with LSJS policies and procedures.

Suspension

In circumstances where your behaviour or conduct is viewed as serious, or where it is appropriate to facilitate further investigation, we may decide to suspend you from work on full basic pay. Suspension will normally be for no more than 10 working days to enable us to fully investigate the alleged offence. Should suspension be required beyond this point, you would be notified, by your manager as soon as is reasonably practicable. We will make every effort to restrict your suspension to the shortest time possible.

Appeal procedure

If you feel that disciplinary action taken against you is unfair, you may appeal against the decision.

Your appeal must be put in writing in the form of a letter, stating clearly the grounds on which you are appealing.

Your letter of appeal must be sent within a period of 10 working days, from the date that you receive written confirmation of the outcome of the disciplinary hearing.

Your appeal should be made to the CEO of LSJS. If the CEO is directly involved, appeal should be made to the LSJS Trustees.

An appeal hearing will be heard within a reasonable period.

You will have only one right of appeal and the outcome of the appeal hearing will be confirmed in writing to you.

You may choose to be accompanied at the appeal hearing by a work colleague or trade union official.

Signed on behalf of the LSJS Senior Leadership Team by Paul Gould, Chief Operating Officer.

Date created: December 2024

Date revised: December 2025

Date to be reviewed: December 2026