

PETROC

The Disciplinary Committee shall be convened when and if it is needed.

The Disciplinary Committee will follow the processes as detailed in the Disciplinary Policy and Procedures relating to Senior Postholders.

1. Membership and Quorum

- I. The Committee shall comprise the Chair of the Corporation, the Principal and CEO (or another Governor if the Principal and CEO is the senior post-holder under consideration) and one other Governor. (The one, or two, other Governor(s) shall be selected by the Chair.)
- II. The Chair of the Committee shall be the Chair of the Corporation. There shall be no Vice-Chair.
- III. The Governance Advisor shall act as Clerk to the Committee (unless it is his/her conduct or performance which is under consideration, in which case the Board shall appoint a person from among themselves to act as Governance Advisor).
- IV. HR professional expertise will be called upon as and when required.
- V. The quorum for a meeting of the Committee shall be the total membership of the Committee, as set out above.

2. Mode of Operation

- I. The Committee shall meet as and when required.
- II. The Governance Advisor shall keep appropriate records of its proceedings (unless it is his/her conduct or performance which is under consideration, in which case the Corporation shall appoint a person from among themselves to act as Clerk).

3. Terms of Reference

- I. To determine the case for disciplinary action (on grounds of conduct or capability) against a senior post-holder or the Governance Advisor and take such action as it considers appropriate within the Board's policies and procedures (including oral warning, written warning, final written warning and dismissal).

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4. Notes

- i. Notes of all meetings of the Committee shall be kept by the Vice Principal People, Organisational Development and Engagement and recorded on the employees personnel file

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