

Churches and Industry Group Birmingham and Solihull

BEHAVIOUR MANAGEMENT POLICY

1. CIGB's Behaviour Management Policy establishes a process by which breaches of chaplaincy behaviour standards and policies can be dealt with fairly and consistently. The procedure is designed to help and encourage all chaplains to achieve and maintain the best standards. It should be seen as a corrective procedure ensuring all people are treated fairly, and promptly.
2. CIGB can only take action against chaplains directly managed or overseen by them. In the case of chaplains managed by another organization, a written statement of concerns will be handed to that organization for their investigation and action.
3. Informal approach to challenge conduct: some behaviour issues will be resolved through informal discussions between the team leader and the chaplain. The conversations might highlight the apparent shortfall in the person's conduct and agree a course of action. The team leader will take formal action if: informal procedure does not result in an apparent improvement; the unsatisfactory performance is considered too serious to be classed as minor; or it is a case of misconduct.
4. Chaplains should not be subject to any formal behaviour sanctions without being provided with
 - a. A written statement of concerns
 - b. A hearing before any decision is reached, with a companion attending if desired.
 - c. The right to an appeal.
5. Behaviour Investigation and Hearing:
 - a. Any matter that is reasonably suspected or believed to contravene CIGB's policies or rules, or may otherwise be a behaviour matter, will be investigated promptly – by a Team Leader or Development Director.
 - b. Invitation to a Behaviour Hearing
 - i. If, upon completion of an investigation, there are reasonable grounds to believe that misconduct has taken place, the chaplain will be invited to attend a Behaviour hearing, giving:
 1. a minimum of five working days' advance notice of the hearing;
 2. the purpose of the hearing and details of the nature of the alleged concern; and
 3. all relevant information (eg witness statements).
 - ii. The chaplain may ask for a companion to attend the hearing with them. The companion has the right to address the hearing, however, there is no requirement for the hearing to permit the companion to answer questions on a person's behalf.
 - iii. Where they are unable to attend a behaviour hearing and provide a good reason for failing to attend, the hearing will be adjourned to another day. Unless there are special circumstances mitigating against it, if the person is unable to attend the rearranged hearing, the rearranged hearing will take place in their absence. The companion may attend in such circumstances and will be allowed the opportunity to present their case. The chaplain will also be allowed to make written submissions in such a situation. Where the chosen companion is unavailable on the day scheduled for the meeting, it will be rescheduled, provided that an alternative time within five working days of the scheduled date is proposed.

c. The Behaviour Hearing

- i. The behaviour hearing will normally be conducted by the Development Director. The results of the investigation will be presented, and the person will be entitled set out their case and answer any concerns.
- ii. The hearing may be adjourned if it appears necessary or desirable to do so (including for the purpose of gathering further information). The person will be informed of the period of any adjournment and of any further information gathered.
- iii. As soon as possible after the conclusion of the hearings, the outcome will be conveyed to the person with what action, if any, is to be taken. The decision will be confirmed in writing. Outcomes of a behaviour meeting may include: No action, a (recorded) Oral Warning, a Written Warning, a Final Written Warning, and Withdrawal of Chaplaincy Accreditation, depending on the findings and the severity of the issue.

6. Appeal

- a. The person may appeal against any written sanction or withdrawal of Accreditation, within five working days, by stating:
 - i. the grounds of appeal;
 - ii. if the appeal is against the findings of the investigation into the alleged concerns, or against the level of sanction imposed.
 - b. The appeal will be heard by a Council Member who has not been involved in the decision to impose the sanction. The Appeal will consider any representations made by the person, the person who conducted the investigation and the person who conducted the Behaviour Management hearing and imposed the sanction. The Appeal may also consider any subsequent facts that may have come to light.
 - c. The decision of the Appeal shall be final and will be conveyed in writing.
 - d. Appeal hearings will normally take place within 14 days of receipt of the written notice of appeal.
7. Except in the case of alleged gross misconduct, the chaplain will be entitled to remain in post whilst the procedure is pursued.
8. Findings of Written Warning or Termination of Chaplaincy Accreditation will be reported to the Management Council.
9. Gross Misconduct – includes, but is not exclusively:
- a. Serious, direct, wilful breach of any policy, especially Health and Safety, or Equality.
 - b. Theft or damage to CIGB property or the property of any business/organisation with chaplaincy
 - c. Incapacity during chaplaincy because of drink or drugs
 - d. Physical assault
 - e. Gross insubordination
 - f. Harassment
 - g. Being convicted of a criminal offence, which is liable to adversely affect the performance or reputation of CIGB.