

NATIONAL ASSOCIATION OF STABLE STAFF

Frequently Asked Questions

Initial Help, Advice and Problem Solving

This leaflet deals with setting out your rights in disciplinary matters and your right to raise a grievance in order to deal with a problem you may have. These rights are confirmed in the agreements between the National Association of Stable Staff and the National Trainers Federation.

Disciplinary Action

Minor instances of misconduct and initial unsatisfactory levels of performance will normally be dealt with informally by way of counselling, guidance or instruction or by informally cautioning/verbal warning.

However

If you are to be formally disciplined your employer **MUST** carry out a proper investigation and if you are summoned to a meeting you **MUST** be informed in writing as to whether the meeting is part of an investigation or a disciplinary meeting **AND** you **MUST** be given the right to be accompanied either by a work colleague or a NASS representative.

If you receive any disciplinary sanction such as a warning you will be informed in writing and the letter **MUST** set out your right to appeal against the decision and to be represented at the appeal by NASS or a colleague if you wish.

Grievance Procedure

If you have any grievances do not be afraid to raise them as good industrial relations is a two way process between employees and employers and no reasonable employer will feel threatened by staff who wish to see problems solved. Many grievances are solved informally by raising the issue with the trainer or their appointed representative, who may be the person immediately above you.

However

If you wish to formally raise a grievance this must be done in writing to the employer with an explanation of the basis of the grievance following which a meeting will be arranged at which you have the right to be accompanied by a work colleague or NASS member. Following the meeting you will be informed in writing of the employer's decision, which you have the right to appeal against if dissatisfied. It is essential to contact NASS at all stages as issues may be able to be dealt with in different ways by us.

General Advice

If you have a row with your employer **DON'T** just walk off and resign. Employment tribunals are difficult to win even the best of cases and constructive dismissal (when you feel forced to resign) are the most difficult. Stay calm and remember that you can only be disciplined following an investigation and at all stages of the procedure you have the right to representation.

If you wish to raise a grievance contact NASS for help and guidance before you act see contact details above.

If you have an accident that is not your fault contact NASS immediately for a personal injury form which will be processed by our Solicitors, Morrish and Co.

As a trade union member you are entitled to a free half hour personal consultation with our Solicitor on any subject contact NASS for a form.

Contact details:

Head Office 01283 211522

Email office@naoss.co.uk

Web site www.naoss.co.uk