

# Disciplinary policy and procedure

## The objective

The objective of the policy and procedure document is to uphold a consistent standard of conduct and level of professionalism when members undertake projects with Untitled Solutions.

## Disciplinary procedure

In the event of unsatisfactory conduct and misconduct as outlined in the code of conduct and group policy documents, the company will notify you of the commencement of any disciplinary action taken against you. This will be based on the following procedure:

<b>Stage 1</b>	Verbal Warning	Written warning	Yellow card
<b>Stage 2</b>	Verbal Warning	Written warning	Red card

The company will issue a verbal warning in the first instance. In the second instance, the company will notify you of the disciplinary procedures in writing giving you the reason(s) for the action. In the third instance, the company will issue a yellow card. The counter resets following the issuing of the yellow card (for clarity, the subject will enter stage 2 of the disciplinary procedure). Upon the second iteration of the disciplinary procedure, a red card will be issued following a stage 2 written warning.

All disciplinary procedures are subject to approval of other group members. You will be informed of all disciplinary procedure decisions within 3 working days, in person where possible, alternatively via the Discord messaging application.

## Definition of disciplinary proceedings

1. **Verbal warning** are official and will be recorded on file.
2. **Written warning** are official and will be recorded on file.
3. **Yellow card** will result in the recipient being sanctioned marks for the given section.
4. **Red card** will result in expulsion from the group.

## Right to appeal

Should you wish to appeal, an opportunity will be provided at the next meeting where a final decision will be made by the majority. Notification will be required via the communication portal within one week of the notice being issued.