

# Unstone Grange Disciplinary Procedure

## Time-line / Chronology

<b>Date(s)</b>	<b>Event</b>	<b>Point(s)</b>
September 2004	RC Job Description and Achievement Record	RC 7 years volunteer work + 3.5 years paid employment. 10 years total. Employers still using obsolete / out-of-date version from before projects began (2000)
-	Unstone Grange contacts list	Angela Barney (Manager) and Steve Baker (Chair of Trust) co-habit ( as common-law man and wife)
2003-2005	Project Budget	Year 2. Redundancy costs for workers more than 3 years factored into budget
September 2003	Background and request to consider options for new project arrangements	Summarises history
8 / 10 / 03	Warning about potential refusal to obey management. AB refusal to consider alternative line management. States dispute procedures should be "transparent, fair and equal for all parties"	1-1 Meetings suggested clash with stated teaching times. Manager unable to attend 2 due to month's holiday in Nicaragua (January - February 04).
14 / 10 / 04	AB 's explanation for non-attendance at first of 6 scheduled 1-1 meetings	The same 1-1's which I had last week been warned that "non-compliance" by me "would be deemed to be gross misconduct placing my future employment with this Trust at risk."
End of 2003	Mediation and conciliation meetings with Trust (Nov) and DM / AB (Dec), leading to agreement on future Project Review in April 2004, accepted as resolution by all parties.	Misunderstandings resolved (? AB still accusing RC of being a "difficult person") Project Review accepted by Trust and scheduled for April.

25 / 4 / 04	RC accepted onto PGCE course at Sheffield Hallam University	No request for contribution / time out from employer
4 / 5 / 04	Team Meeting minutes Meeting 1 hour 45 minutes. RC left 15 minutes after time stated at start. RC gave lift in car to volunteer Simon Green (0114 2343257)	SB, Chair of Trustees, present for 40 minutes. AB insisting "gardeners" organise Open day. Veto on course publicity. Why was meeting "abandoned " after RC left, actually continued for 90 minutes more (AT).
6 / 4 & 8 / 6	Minutes for April / June	Inconsistent. Contradict April. RC objection to previous minutes not recorded. Project Review request repeated.
5 / 5 / 04	1 to 1 Supervision AB + DK	DK reported to RC complaint about meeting and AB "on warpath" ( 12 / 5 before "oral" warning issued )
7 / 5 / 04	Confirmation of tutoring hours	What is the "Organic Gardening Training Project" ?
11 / 5 / 04	Reminder to liaise with SB / Formal "Oral" warning issued	Refused acceptable meeting time. No attempt to talk first. RC already in meeting with Ann Roberts (01246450633)
11 / 5 / 04	Written confirmation of "formal oral" warning.	"Further"? / "Behaviour and attitude"? / "specifically"? / "2 years"? (> 6 months ?) What did I do????
13 / 5 / 04	Appeal against verbal warning	Challenges process (e.g."attempts") Requests evidence Supports Daz' complaint (productivity of meetings)
15 / 5–4 / 6 / 04	DK absent due to reconstructive trans-gender surgery	RC unable to clarify DK actual views AB supported DK surgery request (indebted?)

18 / 5 / 04	Invitation for “gardeners” to organise Open day	Means project team ? AB abnegating existing responsibility ( for Open days)
24 / 5 / 04	Jon North request to discuss with manager, instead of proceeding with Appeal	“Our concern is with sustaining the achievements you rightly refer to...”
25 / 5 / 04	Bonus payment to RC for tutoring Jan – May 2004	5 months RC tutoring work paid in arrears.
18 / 5	Invitation to gardeners to run Open Day	No accountability / Confusion
1 / 6 / 04	RC letter to AB – 6 pages!	Initiated by RC after AB did not talk with RC
28 / 6 / 04	Response from AB	AB suspended appeals process (invites RC to appeal)
26 / 7 / 04	Letter of appreciation from volunteer	Circulated as memo.
7 / 8 / 04	Organic Culture course advert	Starts 7 <sup>th</sup> Sept
13 / 8 / 04	RC offered Disciplinary Hearing meeting time	Less than 24 hours notice given – unable to bring preferred companions.
14 / 8 / 04	Disciplinary Hearing Jon North / Barbara / Brian DK agreed to accompany RC	No record No evidence No witness statements
14 / 8 / 04	Organic Cultivation course student Evaluation and Feedback responses supplied to Hearing Panel	All students spent 50+ hours with RC (Jan – Apr) and have no complaints whatsoever about conduct.
14 / 8 / 04	Copy of Sheffield Law Centre guidelines for Disciplinary Hearings, supplied to Panel and outlined expectations.	Reminded panel of recommended practices. Stated seems like ulterior motive ( DK & RC )
18 / 8 / 04	Appeal decision letter. States no problem with RC work before or since disputed team meeting.	No explanation of contradiction between Daz’ testimony and alleged complaint.
24 / 8 / 04	Letter to Trustees Request to reconsider decision Extracts from Daz’ hearing	Confirms complaint about meeting False representation?

	evidence	SB said AB “out of order” DK - “Personal vendetta”
July and August / 04	Co-worker (AT) on holiday / off work injured for 6 weeks	RC supervising course and volunteering on own
25 ? / 8 / 04	SB & AB request DK to sign AB’s 5 <sup>th</sup> May statement Discrepancies with Warning letter of 11 / 5 / 04	AB statement not DK Co-ercion – Line manager and Chair both present in closed room pressurising DK to sign. DK reported “not my words” / not happy with statement
25 / 8 / 04	Memo explaining employees Sickness and Holiday procedures (RC off work 18/8)	New information. No arrangements in place previously
31 / 8 / 04	Informal talk to SB at RC request	Refused external mediation or arbitration. SB refused to read or to listen to DK evidence
1 / 9 / 04	DK request to withdraw original complaint	Refused / Ignored by SB
3 / 9 / 04	Nigel Wallis’ letter reassuring RC Trust will discuss	Contradicted by SB executive decision to ratify without consulting Trust
7 / 9 / 04	Gagging order / Suspension	No explanation of reason for meeting. Not told subject. Not reasonable meeting timing. DK signed AB statement is not DK witness statement. RC refused request to fetch paperwork. RC prevented from leaving or having time-out 6 times.
7 / 9 / 04 *****	– Letter committing RC to “not talking with people”	Not shown to RC No copy provided
7 / 9 / 04	RC letter to Trustees requesting revocation of suspension decision	“Ready, able and willing to return to work”
8 / 9 / 04	Confirmation of Suspension on full pay	“Refused not to air your grievances” (= DK testimony)

13 / 9 / 04	Trustee DM resigns from Trust	No hope of resolution.
14 / 9 / 04	Receipt for hire of room Off-site / No contact with clients ("vulnerable")	Students understood could be perceived as gross insubordination to continue. Professional judgement confirmed by consequent events.
September	Changes to Employment Act 1 <sup>st</sup> October 2004	Are they trying to sack me before?
16 / 9 / 04	SB letter (Unsubstantiated tittle-tattle and poisonous bile) Contradicted by transcript (7/9)	No evidence Not formal written warning (?) Forced to attend Occupational health (or sacked!)
(7 / 9 / 04)	Transcript from tape recording of meeting referred to in SB letter	Exposes SB letter as a tissue of lies and misrepresentations
*****	SB Chair's letter to students reminding them they are "learners of this Trust" and requesting them not to have contact with RC	Students upset, perturbed and scared by letter
21 / 9 / 04	Meeting to accept Occupational Assesment	Or be sacked!
*****	Unstone Grange AGM report	Refers to Organic Culture and Horticulture – wrong name!
	Attempt to appoint short-term tutor to continue course	Insufficient students to continue
	Attempting to recruit new tutor for 2005	Before decision about current worker
27 / 10 / 04	Appointment with occupational health confirmed	
4 / 11 / 04	Request to return project materials	Not yet dismissed
5/11/04	Original "oral" warning would have been removed.	6 months since warning
15 / 11 / 04	Appointment with Dr Rimmer - Occupational Health	At last the chance for impartial and independent perspective!

# DECLARATION OF IMPARTIALITY

15<sup>th</sup> November 2004

This is to confirm that I, \_\_\_\_\_,  
Occupational Health Assessor for  
Richard Clare, employee of Unstone Grange Trust,  
have no links, connections or previous contacts with  
the employer ( Trust, Trustees or Manager) in any way  
whatsoever.

Signed

Dated