



# Disciplinary Policy

## If Something Isn't Right

You should speak with a committee officer or consult our **[grievance policy](#)** or **[whistleblowing policy](#)**.

## Further Reading

Documents: **Code of Conduct**.

This document was last updated in July 2026.

## Contents

[Introduction](#)

[First Verbal Warning](#)

[First Written Warning](#)

[Final Written Warning](#)

[Dismissal](#)

[Appeals](#)

## Introduction

**The committee has the power to sanction the members of BATS for misconduct or gross misconduct.** The disciplinary policy can only take effect once a grievance or whistleblowing concern has been properly conducted.

A disciplinary outcome can only be given by a quorum or a properly convened committee meeting. The committee will decide on which outcome is the most suitable for the infringement – they do not have to start at a verbal warning.

## First Verbal Warning

In the case of a minor infringement the member may be given a formal verbal warning by the Chair of the committee. They should be told of the reasons for the warning, that it is the first step in the disciplinary process, and that they have the right of appeal.

A first verbal warning will be recorded in the minutes and will be disregarded after 6 calendar months.

## First Written Warning

If the infringement is regarded as more serious, the member may be given a formal written warning; giving the details of the complaint, the improvement required, the timescale allowed for this, and the right of appeal. The warning should also state that a final written warning might be considered if the desired change doesn't occur.

A first written warning will be recorded in the minutes and will be disregarded after 12 calendar months.

### Final Written Warning

Where there is failure to improve the behaviour, or an infringement which is considered sufficiently serious, the member may be given a final written warning. This should include details of the offence, that failure to improve may result in dismissal, and the right of appeal.

A final written warning may result, where the committee deem necessary, in a member being restricted or removed from activities, duties, and responsibilities.

A final written warning will be recorded in the minutes and will be disregarded after 18 calendar months.

### Dismissal

If the behaviour remains unchanged, or where the infraction sufficiently warrants no lesser warning, then the committee can vote to dismiss a member from the society.

### Appeals

A member has the right to appeal any disciplinary outcome given to them. This will be communicated to the member at each stage of the disciplinary process.

For verbal or written warnings, a member can appeal the decision by writing to the committee and asking for the investigation or severity of the disciplinary outcome to be looked at again. A member should do this, in writing, within 7 days of receiving the outcome.

The committee will properly convene within 14 days of receiving the notice of appeal to reconsider the case – the member and/or their representative is entitled to attend this meeting. The outcome will be communicated to the member within 7 days of the meeting – the matter will then be deemed as settled and cannot be appealed further.

The committee has sole and final say on the outcome of the disciplinary procedure.

**For dismissals, there is a different appeals procedure in line with our constitution.**