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DISCIPLINARY POLICY

Dated 16th April 2026

The Blue Light Sports Foundation Discipline Procedure is in place to respond to concerns and incidents relating to safeguarding, health and safety, equality, diversity and inclusion as well as any other matters which could bring Blue Light Sports Foundation into disrepute or the actions of an individual or group is alleged to have breached any of the organisation's policies.

Blue Light Sports Foundation will treat all disciplinary matters in confidence and will treat all concerns and incidents seriously without judgment, prejudice or bias, by using the Blue Light Sports Foundation Disciplinary Action Form.

What is employment disciplinary action forms?

Employment disciplinary action forms are write-ups by managers or senior employees to inform employees of their inability to meet the expectations or follow the policies set by Blue Light Sports Foundation. They document the offence that an employee is alleged to have committed and the measures that will be taken. Since most employees may not appreciate the idea of getting punished, standardised employment action forms help make the process more professional. Blue Light Sports Foundation file the forms with the offences and measures as part of each employee's record and to ensure proper future disciplinary actions.

How to discipline employees:

The following is a step-by-step process for disciplining your employees, showing when it is appropriate to write disciplinary action forms:

1. Give a verbal warning of violation

After noticing things like safety violations, absenteeism, performance or quality issues, late arrivals, inappropriate conduct and procedure/policy violations, among other forms of misconduct, it's appropriate to first give a verbal warning. Notify the employee of their misconduct immediately and suggest ways of correcting the violations.

2. Give written notice of violation

An employment disciplinary action form is necessary when an employee cannot correct their misconduct and repeats the violation. You should notify them immediately about their violation and the expectations for how they can improve and about any further consequences should they fail to institute the relevant correctional measures.

3. Implement employee review or another more serious disciplinary action

This is normally necessary after a third-level violation, meaning that an employee has already received verbal and written warnings. Disciplinary actions of this category could include things like suspension from work without pay or even employment termination for serious violations.

What to include on employment disciplinary action forms:

An employment disciplinary action form should have all the pertinent details about an employee and the issue causing disciplinary action. This includes the following information:

- The name of the employee and the date of the write-up.
- An explicit statement about the issue that caused the disciplinary action for easier future reference.
- The number of times that the employee has received similar or other warnings before to show the need for more serious disciplinary actions.
- A logical explanation of the employee's misconduct or lack of performance in details including any proof available, date of violation and additional information about the employee's behaviour or performance.
- A deadline for the employee to take corrective action, including the changes you expect to see and the date you will check for such.
- Space for employees to offer any comments they have and sign to confirm that they received the disciplinary action form, understood the gravity of their misconduct and received notification of more serious disciplinary actions for future violations.
- Name and signature of the employee's supervisor or direct manager.

Signed

A handwritten signature in black ink that reads "G. Callier". The signature is written in a cursive, flowing style.

Gary Callier
Founder and Operations Manager