

## **APPENDIX 27 – EXAMPLES OF OFFENCES ATTRACTING DISCIPLINARY ACTION**

Although not intended to be an exhaustive list, some examples of breaches of discipline which may render an employee liable to disciplinary action are as follows:

- (1) Failing to take reasonable care of NICVA property including failing to act to prevent loss or damage to it.
- (2) Failing to meet NICVA conditions governing hours of duty.
- (3) Failing to perform duties to an acceptable standard where the duties are normally performed by that person or are known to be in the capacity of that person.
- (4) Refusing to carry out a reasonable work instruction.
- (5) Breach of confidence not amounting to gross misconduct.
- (6) Falsehood or prevarication.
- (7) Causing a serious nuisance to or offering discourteous behaviour to any staff colleague, member of NICVA or a committee member or visitor.
- (8) Lack of cleanliness which fellow employees might reasonably consider to be offensive.
- (9) Being persistently absent without leave or reasonable excuse.
- (10) Refusing to work normally with colleagues because of their actual or assumed problems relating to alcohol, drugs or AIDS.
- (11) Canvassing in the course of promotion or recruitment to NICVA's staff for oneself or another.
- (12) Wilful or excessive wastage of NICVA materials.
- (13) Misuse of telephone or other organisational resources.