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**DISCIPLINARY POLICY**

**Introduction.**

Byng Road Allotments Group (BRAG) committee ensures that allotments are maintained in accordance with our Lease, Terms and Conditions and handbook and to consider whether a reasonable effort has been made to cultivate plots to the satisfaction of the committee. All plots are inspected by the committee members, especially between March and September. Throughout the year the committee keeps an overview of all plots, and the following policy is used when a tenant has contravened the BRAG Terms and Conditions and/or handbook, or where the conduct of the tenant gives rise for concern.

There is no order that the disciplinary procedure will follow and the BRAG committee will take any action necessary in cases of misconduct. For example, in cases of serious misconduct, the committee will issue a written warning or Termination of Tenancy letter, without any verbal warnings. Serious misconduct includes, but not restricted to threatening or assaulting another person on site, persistent abusive or reckless behaviour, stealing other plot tenant’s crops or property, damaging property or any criminal activity on the allotment site, non-cultivation and non-payment of rent.

The following disciplinary procedure can only be actioned by the BRAG committee.

* **Verbal Reminder**

When minor infringements of the Terms and Conditions and/or policies is noted, any Committee member will remind the tenant of the Terms and Conditions of their Tenancy Agreement and/or policies and ask to rectify the infringement.

If the problem is resolved there will be no further action.

* **Formal Verbal Warning**

In the case of a more serious breach of rules, or where a reminder has been given and ignored, a committee member (accompanied by at least one other member of the committee) will issue a verbal warning. This verbal warning may be followed up by an email or letter to the tenant and the committee member will take photographs as evidence.

A tenant will have 4 weeks to rectify the breach and if the problem is resolved, there will be no further action. If there is no satisfactory outcome, the process will proceed to a written warning.

* **Written Warning.**

In the case of repeated breaches, serious misconduct or verbal warnings have been ignored, this may take the form of an email and/or letter and will include:

1. Details of any previous verbal warnings and the date of the verbal warnings.
2. The details of the unacceptable behaviour or breach.
3. The change of behaviour or action required of the tenant with a 4–6-week deadline for completion.
4. A deadline for any action to be completed by the tenant to the committee’s satisfaction.
5. A warning that continued failure to comply with the warnings or any future unacceptable behaviour may lead to termination of the Tenancy Agreement.
6. A statement that this warning may be appealed in accordance with BRAG’s complaints procedure.

A copy of this letter is to be added to the tenant’s file. The tenant will have until the stated deadline for the matter to be satisfactorily concluded. A tenant will have anywhere between 4-6 weeks to rectify the problem.

* **Termination of Tenancy Letter.**

If no satisfactory outcome is achieved, the tenant’s tenancy will not be renewed. The Termination email/letter will include:

* Date
* Details of the unacceptable behaviour or serious misconduct
* Dates and details of any previous verbal or written warnings
* Date the Tenancy Agreement will be terminated.
* Date the site key(s) are to be returned.
* Details about removing property from site.
* A statement that this letter may be appealed in accordance with the BRAG’s Complaints Procedure.

If a tenant re-offends, and for the same reason, even after an apparent satisfactory outcome, then the Committee will move to the next stage of the disciplinary procedure.