



Suspension Policy

1. General

Where an allegation(s) is made against an employee or a volunteer, CSR will work on the principle that individuals are innocent until proven guilty.

However, in order to protect both the individual and CSR, a period of suspension will normally follow an allegation(s), whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, normally in the space of two days. Where a suspension is necessary, the following procedure will apply:

2. An Employee

2.1 Any allegation(s) will be dealt with and investigated by the CSR County Exec and where appropriate or deemed necessary, be referred to the appropriate external authority.

2.2 To ensure the utmost confidentiality, where possible, only two people will be party to the investigation. These will include the CSR Welfare Officer and another member of the committee.

All relevant paperwork will be distributed to each member of this investigating panel and one separate set will kept on file.

2.1.3 When an allegation is made against an employee, a meeting will take place with the individual, attended by both involved Exec members, at which time the allegation will be made known to him/her and put in writing. The individual will be asked to comment on the allegation and hopefully provide information that will enable a swift outcome.

2.1.4 If the matter cannot be dealt with in two days, an employee will be suspended from duty on full salary. This will last for six months but should an investigation take longer, half the normal salary will then be paid.

2.1.5 Whilst suspended, the individual will not be allowed to be in contact with any other employee, apart from those carrying out the investigation, or any person who is carrying out work on behalf of CSR. This applies to people who may be attending courses or who are taking part in tournaments.

- 2.1.6 The CSR Welfare Officer will do his/her utmost to keep the employee up to date on the progress of the investigation.
- 2.1.7 CSR reserves the right to inform clubs, counties and other relevant bodies that an employee is suspended from duty, pending the outcome of an investigation into his/her conduct.

3. A Volunteer

- 3.1 The procedures that apply to Employees will apply to volunteers and sub-contracted staff, apart from those procedures that apply to payment of salary.

4. Support Procedures

- 4.1 Suspension from work or suspension from an activity can be a traumatic experience and CSR recognises this. If suspension occurs, CSR will provide details to the individual of support groups who specialise in dealing with such issues