

Defiant Sports Disciplinary Point System

1. Overview

The Disciplinary Point System (DPS) is a way for management to keep track of staff shortcomings - both large and small – and act upon them according to our disciplinary procedure.

Once a member of staff reaches three points the first disciplinary action will formally take place. Each three extra points will lead to the next action. Points will reset six months after they are issued. The six-month period is unique to each infraction.

The severity of the infraction will dictate its point value. Common mistakes will give one point, whereas larger ones will give two or three. The specifics of this will be covered in the *Point Breakdown* section of this document.

2. Point Breakdown

There are three different categories of infractions.

Minimal: Small, everyday mistakes - worth one point.

Sizeable: Larger mistakes that cause a good deal of issues - worth two points.

Dangerous: Serious mistakes that could cause harm - worth three points.

Below is a table of example mistakes to use as a guideline. Management will decide which category actual infractions fall under.

Minimal	Sizeable	Dangerous
incorrect uniform	Not cleaning up wet floor	Allowing physical conflict
Not tidying up after session / tasks	Allowing inappropriate language	Letting irresponsible clients on treadmill without supervision
Forgetting to turn switches off	Failing to appropriately deal with angry clients	Allowing clients to play with sharp objects
Not setting Hub up properly	Being rude to clients / volunteers	Letting clients sprint around hub
Being rude to staff	Allowing clients / yourself to purposely damage equipment	Using inappropriate physical or sexual behaviour
Being purposely unproductive	Failure to follow accident procedure	Failure to follow safeguarding procedure
Failure to take responsibility for your tasks	Failure to communicate client information	Breaking GDPR rules