

# Suspension Procedure

## Ownership

Document Ownership	
Policy/Procedure/Guidance owned by:	People Team
Policy/Procedure/Guidance written/amended by:	Tracey Adekoya, People Partner (Policy and Employee Relations)
Ratified:	JNCC 11.06.25

## Version Control

### Version Control Table

All changes to this document are recorded in this table.

Date	Title	Officer
Aug 2024	V2 – Branding added to the document and reference to Human Resources changed to The People Team	
Aug 2025	V3 – Branding updated, included reference to glossary of terms for OFS E6 Definition and consistency of language with other policies and annual policy review.	TA



## Contents

Ownership .....	1
Version Control .....	1
1. Introduction .....	3
2. Authority to Suspend .....	3
3. Circumstances Leading to Suspension .....	3
4. Suspension of Trade Union Representatives .....	4
5. Notification of Suspension.....	4
6. Arrangements During Suspension .....	5
7. Review of suspension .....	5
8. Appeal Hearings.....	6
9. The Outcome of the Hearing .....	7

## 1. Introduction

The following procedure has been developed under the provision of Article 10 of the Articles of Governance in respect of the suspension of colleagues.

This procedure applies to all colleagues of the University with the exception of the Vice Chancellor, the Clerk of the University Board and the holders of such other senior posts as the University Board may determine.

Suspension will be on full pay and is not regarded as being a form of disciplinary action.

This procedure will only be used with good cause and following consideration of other alternatives.

This procedure is contractual and may be amended and/or updated by the University from time to time.

The [Office for Students \(OFS\) definitions](#) for harassment, sexual misconduct and bullying have been used in this Procedure. Within this procedure the term 'staff', 'colleague' and 'employee' are used interchangeably.

The OFS define staff as: includes but is not limited to employees (whether permanent, fixed-term or temporary) and all other individuals engaged by the University or acting on its behalf, including senior managers, officers, directors, consultants, contractors, trainees, seconded staff, homeworkers, casual workers, volunteers, interns, agents and sponsors.

## 2. Authority to Suspend

The Vice Chancellor has the authority to suspend a colleague from work. This would normally be delegated to the Chief People Officer or in their absence another member of Directorate.

## 3. Circumstances Leading to Suspension

Suspension will be used when the Vice Chancellor or their nominee considers there is good and urgent cause as per article 10.2 of the Articles of Government. This would normally be in circumstances where the Vice Chancellor or their nominee considers there is an immediate, likely and serious risk to you, or other colleagues or where there is good cause to believe your continued presence on the premises could prevent or substantially hinder any impartial investigation. Suspension may be used where you are believed to have committed gross misconduct as defined in the

Disciplinary Policy & Procedure. The following list provides examples which are normally regarded as gross misconduct (this is not intended to be exhaustive):

- Theft or fraud
- Physical violence or bullying
- Personal/Intimate Relationship between student and relevant staff member
- Deliberate and serious damage to property
- Serious misuse of the University's property or name
- Deliberately accessing internet sites containing pornographic, offensive or obscene material / A serious breach of the University's regulations for the use of IT facilities such as deliberately accessing internet sites containing pornographic, offensive or obscene material
- Serious insubordination / Deliberate or wilful disregard of reasonable instructions given with proper authority
- Unlawful discrimination, harassment and/or sexual misconduct
- Bringing the organisation into serious disrepute. NB. Where this is the primary allegation, evidence should be provided to illustrate the alleged reputational damage
- Serious incapability at work brought on by alcohol or illegal drugs
- Causing loss, damage or injury through serious negligence
- A serious breach of health and safety rules / Endangering the safety of others by negligently or deliberately breaching Health and Safety rules or laws
- A serious breach of confidence / A serious breach of confidentiality of information gained, whether directly or indirectly in the course of University employment.

#### 4. Suspension of Trade Union Representatives

A trade union representative can be suspended on full pay under the same conditions as any other colleague as described in this procedure, provided that a full time official of the appropriate trade union is informed of the suspension.

#### 5. Notification of Suspension

The process for suspension will be as follows:

- 5.1 if it is believed there are grounds for suspension, the Vice Chancellor or their nominee as identified above will convene an immediate meeting with you;

- 5.2 you will be advised in advance that, whilst the meeting is not part of the disciplinary policy & procedure, where you wish to be accompanied by a work based colleague, who may be a trade union representative, every effort will be made to facilitate this;
- 5.3 notes of the meeting will be taken and circulated to all relevant parties within one week, normally by a member of The People Team;
- 5.4 you will be advised by the Vice Chancellor or their nominee as identified above of the circumstances which necessitate the suspension and the rationale for the decision to suspend them and will also be advised of any restrictions which may be applicable during such suspension. You will be notified of the likely duration of the period of suspension and of your right of appeal. This information will be confirmed in writing within one week.

## 6. Arrangements During Suspension

The restrictions placed upon you where you are suspended will be reasonable and proportionate in relation to the circumstances. The precise details will be notified verbally to you at the meeting and subsequently confirmed in writing.

Where you are suspended you may contact the staff counselling service and your trade union representatives.

You must ensure you are available to assist with the investigation if required.

## 7. Review of suspension

The People Team will keep in touch with you during the suspension in order to keep you informed of the timescales of the investigation of the allegation(s) which formed the basis of the suspension. The People Team will also keep in touch with the manager investigating the allegation(s) which formed the basis of the suspension to ensure the investigation is not being unduly delayed.

In addition, you have a right of appeal to the Board of Governors if the suspension has lasted for 21 days or more and notice of a hearing date has not been given.

Any appeal should be made in writing to the Clerk to the Board of Governors.

In the event of an appeal, the suspension will remain in force until the appeal has been heard. The appeal hearing will be set up as soon as reasonably practical after the appeal has been submitted.

## 8. Appeal Hearings

The nature of the appeal will determine who is present. The appeal may be against:

- a. the decision to suspend;
- b. the continuation of the suspension for 21 days or more without notice of a hearing date having been given;

or both the above.

Where the appeal is against a. above, the Directorate member who made the decision to suspend will attend the appeal hearing.

Where the appeal is against b. above, the manager investigating the allegation(s) will attend the appeal hearing.

Where the appeal is against both a. and b., both the Directorate member who made the decision to suspend and the manager investigating the allegation(s) will attend the appeal hearing.

Appeals will normally be chaired by a Directorate member who is either at the same level or more senior to the manager(s) presenting the case or a member of the University Board, and who has not previously been involved in your suspension. The decision by the chair of the appeal hearing is final.

The appeal hearing will operate based on reviewing the decision to suspend; reviewing your continued suspension; or reviewing both these matters, as determined in the letter of appeal submitted by you.

The parties present will be the person who is chairing the hearing, the Directorate member and/or manager, a member of The People Team who will advise the Directorate member and/or manager, you and any accompanying person as described above. The member of The People Team who is providing advice to the Directorate member and/or manager will not present the case as their primary role is to advise the manager(s). A further member of The People Team will also be present at the hearing to provide advice to the chair and to keep a formal record of the hearing.

The stages of the appeal hearing are as follows:

- you and/or any accompanying person will present your case for appeal;
- the manager(s) will present their case(s);
- both parties may ask questions/clarify points arising from statements made;

- both parties sum up in the order of you and/or any accompanying person first, and the manager second;
- the chair can ask questions/clarify points at any stage in the appeal hearing;
- an adjournment will take place to enable the consideration of all the facts by the person hearing the appeal, so that a decision can be made;
- you and any accompanying person will be informed verbally of the decision made and reason for the decision by the chair;
- the outcome of the appeal hearing and the reason for the decision will be confirmed in writing by The People Team.

## 9. The Outcome of the Hearing

The person hearing the appeal will determine either that the suspension is justified in the circumstances and will stand or that the suspension can no longer be justified and will be lifted.

There is no further appeal against the suspension.