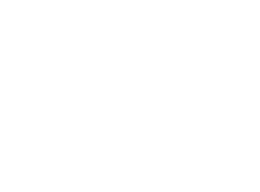
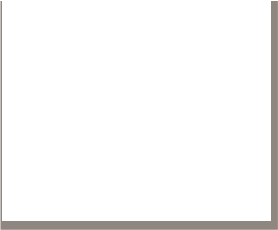
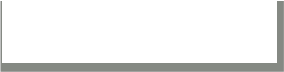
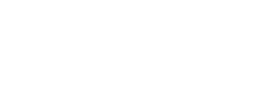
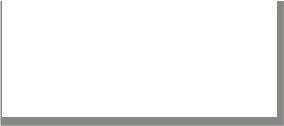
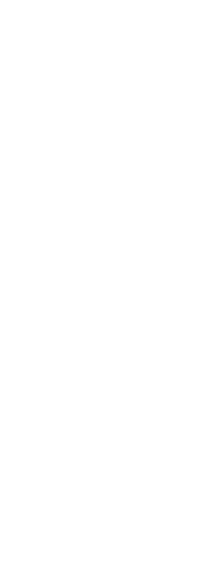
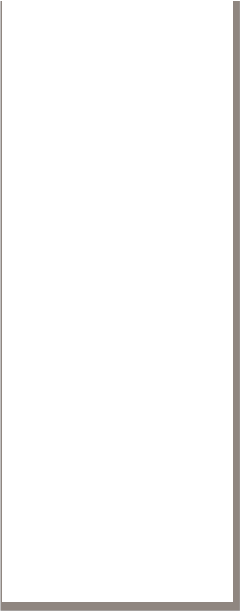
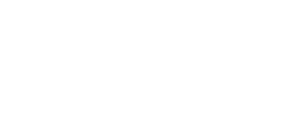
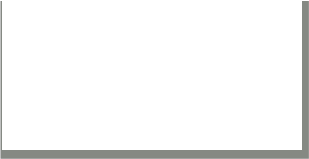
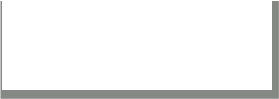
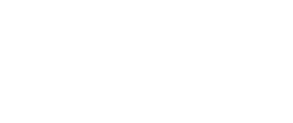
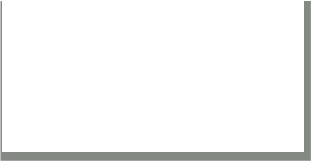
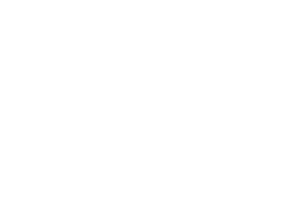
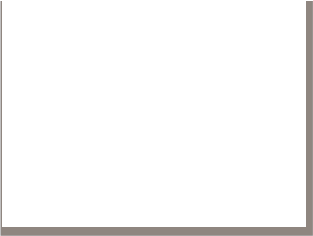
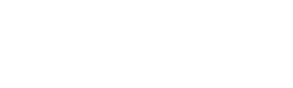
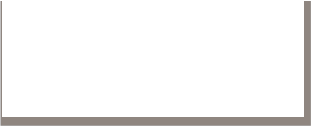
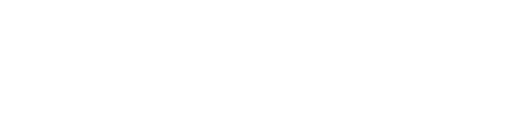
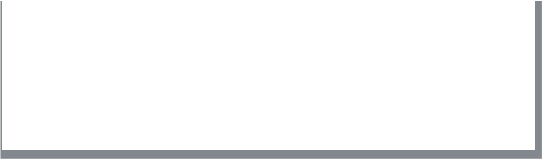
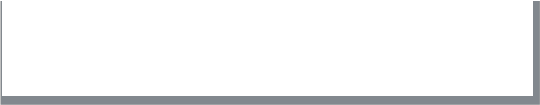
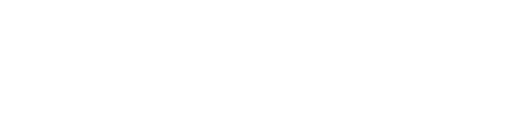
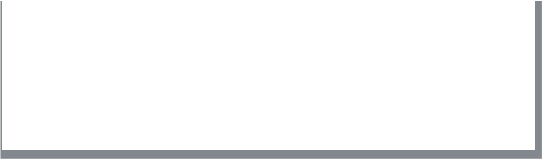
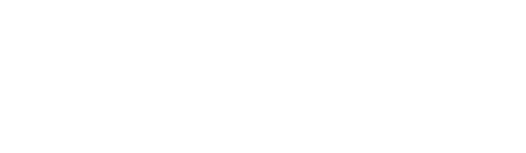
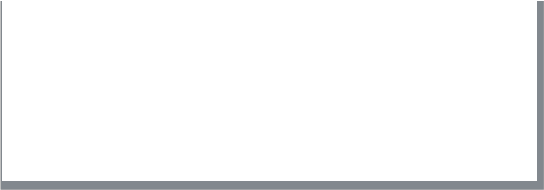
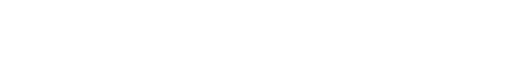
**Proses Urddas yn y Gwaith (Siart Llif)**



Unigolyn (unigolion) yn teimlo’i fod wedi wynebu problem(au) urddas yn y gwaith.

***Nodi’r broblem yn un ddifrifol***

Atgyfeirio i’r polisi disgyblu – Cam asesu cychwynnol

Canlyniad – cytuno ar gymorth/cynnig cwnsela.

**Cam 1**

Mynd at y sawl sy’n gyfrifol, os yw’n briodol, neu drafodaeth anffurfiol rhwng achwynydd a rheolwr llinell. (Rheolwr lefel nesaf os yw’r gŵyn yn erbyn rheolwr llinell).

Bwrw ymlaen drwy’r polisi â’r weithdrefn ddisgyblu briodol – Ymdrin â honiadau ffug drwy’r broses ddisgyblu

Proses wedi’i chwblhau

***Nodir nad yw’r broblem yn ddigon difrifol i ysgogi camau ffurfiol y polisi disgyblu***

**Cam 2**

Trafodaeth bellach rhwng achwynydd a rheolwr – sut gellir datrys y broblem – awgrymu trafodaeth rhwng y ddau barti.

Os deuir o hyd i broblem ac mae angen ymchwilio ymhellach iddi, rhoddir cymorth parti annibynnol i’r rheolwr i gasglu gwybodaeth a gwneir penderfyniad p’un ai i gymhwyso’r polisi / weithdrefn ddisgyblu berthnasol.

***Problem heb ei datrys***

Problem wedi’i datrys – Proses wedi’i chwblhau

***Problem heb ei datrys***

Camau gan reolwyr e.e. trosglwyddo, newid oriau, anogaeth, cwnsela

**Cam 3**

Rheolwr yn arwain trafodaeth â’r ddau barti

***Problem heb ei datrys***

***Problem heb ei datrys***

**Cam 4**

Esboniad cytbwys o gyfryngu

***Problem heb ei datrys***

Lle y bo’n berthnasol, gellir codi’r mater yn ffurfiol o dan y Weithdrefn Gwynion yng Ngham 2

**Cyfryngu**

Datrys y broblem – Rhannu camau cytunedig gydag unigolion – proses wedi’i chwblhau