

# New Red Planet: Disciplinary Policy

## INTRODUCTION

It is necessary for the operation of the Company's business and the health and safety of the Company's employees and those of its Clients that the Company operates a disciplinary procedure. The following procedure will be applied fairly in all instances where disciplinary action is regarded as necessary by the Company's clients or the Company's management or save to the extent that a minor reprimand is given for any minor act of misconduct committed by an employee.

The Company reserves the right to implement the procedure at any stage as set out below, considering the alleged misconduct of an employee. Employees will not ordinarily be dismissed for a first disciplinary offence.

Where time limits are referred to in the course of this procedure, they may be varied by agreement between the employee and the Company.

Employees have the right to be accompanied at a formal disciplinary hearing by a fellow worker or trade union official of their choice.

Matters that the Company views as amounting to disciplinary offences include (but not limited to):

- persistent bad timekeeping;
- unauthorised absence;
- minor damage to the Company's property or property of the Company's clients;
- falsification of timesheets;
- failure to observe the Company's procedures;
- abusive behaviour;
- unreasonable refusal to follow an instruction issued by a manager or supervisor;
- poor attendance;
- failure to notify the Company of your availability to work;
- smoking in non-designated areas of the Company's premises or employees' workplace;
- and
- bribery offences under the Bribery Act 2010.

## **INVESTIGATION**

The Company will work with its Clients (and if appropriate the Employment Business you may be supplied through) to promptly and thoroughly investigate any matter that is reasonably suspected or believed to contravene any of the Company's policies or rules or may otherwise be a disciplinary matter. The employee will be informed as soon as possible as to the fact of an investigation and when it has been concluded.

There may be instances where suspension with pay is necessary while investigations are carried out. The Company has the right to suspend with pay where there are reasonable grounds for concern that evidence may be tampered with, destroyed or witnesses pressurised before the disciplinary hearing, or if there is a potential risk to the business or other employees or third parties in allowing the employee to remain at work.

Depending on the circumstances of the case, the employee may be invited to attend an investigatory interview. If such an interview is held prior to a disciplinary hearing, the employee will be informed at the outset that the interview is an investigatory interview. There is no right for employees to be accompanied at a formal investigatory interview. The Company reserves the right to dispense with an investigatory interview and to proceed directly to a formal disciplinary hearing.

## **PROCEDURE**

Where, upon completion of an investigation, there are reasonable grounds to believe that an employee has committed an act of misconduct, the employee will be invited to attend a disciplinary hearing. In the event of poor performance by an employee, disciplinary hearings will usually be undertaken only where counselling of the employee, further training (if appropriate) and oral warnings have failed to produce a satisfactory improvement to performance.

In the event of a disciplinary hearing taking place the Company will:

- give the employee a minimum of two working days' advance notice of the hearing;
- tell the employee the purpose of the hearing and that it will be held under the Company's disciplinary procedure;
- explain the employee's right to be accompanied at the hearing by a fellow worker or trade union official;
- give the employee written details of the nature of his/her alleged misconduct; and
- provide to the employee all relevant information (which should include statements taken from any fellow employees or other persons that the Company intends to rely upon against the employee) not less than two working days in advance of the hearing.

Where the employee is unable to attend a disciplinary hearing and provides a good reason for failing to attend, the hearing will be adjourned to another day. The Company will comply with (a) above in respect of giving notice of the rearranged hearing. Unless there are special circumstances mitigating against it, if the employee is unable to attend the rearranged hearing, the rearranged hearing will take place in the employee's absence. The employee's fellow worker or trade union official may attend in such circumstances and will be allowed the opportunity to present the employee's case. The employee will also be allowed to make written submissions in such a situation.

Where the chosen companion is unavailable on the day scheduled for the meeting, it will be rescheduled, provided that the employee proposes an alternative time within five working days of the scheduled date.

### **ROLE OF COMPANION**

The employee's chosen companion has the right to address the hearing to put the employee's case, sum up the case and respond on the employee's behalf to any view expressed at the hearing. The companion may also confer with the employee during the hearing. However, there is no requirement for the employer to permit the companion to answer questions on behalf of the employee, or to address the hearing where the employee indicates that he/she does not wish this.

### **THE DISCIPLINARY HEARING**

A disciplinary hearing will normally be conducted by a member of the Company's HR team and an appropriate manager from the Company's client (the panel). Any member of management responsible for the investigation of the disciplinary offence(s) shall not be a member of the panel, although such managers may present any supporting facts and material to the disciplinary hearing. The employee will be entitled to be given a full explanation of the case against him/her and be informed of the content of any statements provided by witnesses. The employee will be able to call his/her own witnesses. He/she will be permitted to set out his/her case and answer any allegations. The employee will be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. He/she will also be given the opportunity to raise points about any information provided by witnesses. Where the Company intends to call relevant witnesses it will give the employee advance notice of this. The employee must also give advance notice if he/she intends to call relevant witnesses.

The Company may adjourn the disciplinary proceedings if it appears necessary or desirable to do so (including for the purpose of gathering further information). The employee will be informed of the period of any adjournment. If further information is gathered, the employee will be allowed

a reasonable period of time, together with his/her fellow worker or trade union official, to consider the new information prior to the reconvening of the disciplinary proceedings.

As soon as possible after the conclusion of the disciplinary proceedings, a member of the Company's HR team will convey the decision of the panel to the employee and will also inform the employee what disciplinary action, if any, is to be taken. The decision will be confirmed in writing. The employee will be notified of his/her right of appeal under this procedure.

## **DISCIPLINARY ACTION**

Where, following a disciplinary hearing, the Company establishes that the employee has committed a disciplinary offence; the following disciplinary action may be taken: Where a minor offence or offences have been committed, a recorded oral warning may be given.

- a. Where a minor offence or offences have been committed, a recorded oral warning may be given. The warning will ordinarily state that any further misconduct will render the employee liable to further, more severe disciplinary action. The employee should be informed of the period that the warning will remain "live". During this period, the Company may rely on such a warning in the event of further misconduct on the part of the employee.
- b. Where either a more serious disciplinary offence has been committed or further minor offences have been committed by an employee following a recorded oral warning that remains "live", the employee will receive a first written warning. The warning will:
  - set out the nature of the offence committed;
  - inform the employee that further misconduct is liable to result in further disciplinary action under this procedure;
  - specify the period for which the warning will remain "live", after such period; and
  - state that the employee may appeal against the warning.
- c. Where a serious disciplinary offence amounting to gross misconduct has been committed, thereby justifying summary dismissal, but the Company decides, after taking into account all appropriate circumstances, that a lesser penalty is appropriate, or, where an employee commits further disciplinary offences after a first written warning has been issued and remains "live", a final (or combined first and final) written warning may be given. Such a warning will:
  - set out the nature of the offence committed;
  - inform the employee that further misconduct is likely to result in his/her dismissal; and state that the employee may appeal against the warning.

- d. Where the employee has committed further acts of misconduct (these being acts of misconduct other than gross misconduct) following a final written warning given under c. above, the employee may be dismissed with notice or with pay in lieu of notice.
- e. Where the Company establishes that an employee has committed an act of gross misconduct, the employee may be summarily dismissed.
- f. Where a final written warning is given to an employee under c. above, the Company may also impose on the employee:
  - disciplinary suspension;
  - demotion;
  - in line with any provision in the contract of employment, stoppage of pay for such period as the Company thinks fit in the circumstances; or
  - in line with any provision in the contract of employment, transfer to a job of a lower status.

The above sanctions may be imposed in conjunction with other forms of disciplinary action, or as an alternative to dismissal.

## **APPEAL**

An employee may appeal against any disciplinary sanction imposed against him/her, with the exception of an informal oral warning. The appeal will be heard by a senior manager who has not been involved in the decision to impose the disciplinary sanction on the employee. The senior manager is obliged to consider any representations made by the employee, the employee's fellow employee or trade union official and those of the manager who conducted the investigation and the manager who conducted the disciplinary hearing and imposed the disciplinary sanction. The senior manager hearing the appeal must decide on the basis of both sets of representations, together with any subsequent facts that may have come to light, whether or not to uphold the disciplinary sanction. In the event that the senior manager finds for the employee, the senior manager shall allow the appeal and shall remove all records of the disciplinary sanction from the employee's record.

In the event that the senior manager does not accept the representations made by or on behalf of the employee, the senior manager must uphold the disciplinary sanction.

When lodging an appeal, the employee should state:

- the grounds of appeal; and
- whether he/she is appealing against the finding that he/she has committed the alleged

act or acts of misconduct, or against the level of disciplinary sanction imposed.

The employee must provide written notice of the appeal within five working days of being informed of the disciplinary sanction being imposed against him/her.

Appeal hearings will normally take place within 14 days of receipt of the employee's written notice of appeal.

Upon completion of the appeal, the senior manager conducting the hearing will convey his/her decision to the employee. The decision will be confirmed in writing within one week. The Company's decision at the appeal is final.

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## **GROSS MISCONDUCT**

Gross misconduct is misconduct of such a serious and fundamental nature that it breaches the contractual relationship between the employee and the Company. In the event that an employee commits an act of gross misconduct, the Company will be entitled to terminate summarily the employee's contract of employment without notice or pay in lieu of notice or making any payment to you in respect of payment between assignments pursuant to the Agency Workers Regulations. Matters that the Company views as amounting to gross misconduct include (but are not limited to):

- failure to notify the Company of your availability to work on assignment for the Company's Clients;
- failure to accept the offer of a suitable assignment made to you by either the Company or an Employment Business engaged by the Company to search for work on your behalf;
- stealing from the Company, its Clients, members of staff or the public;
- other offences of dishonesty;
- falsification of a qualification that is a stated requirement of the employee's employment or results in financial gain to the employee;
- falsification of records, time sheets, reports, accounts, expense claims or self-certification forms, whether or not for personal gain;
- sexual misconduct at work;
- fighting with or physical assault on members of staff or the public;
- deliberate damage to or misuse of the Company's property or its client's property;

- serious damage to the Company's property to its client's property;
- drunkenness or being under the influence of illegal drugs while at work; possession, custody or control of illegal drugs on the Company's or Client's premises;
- serious breach of the Company's rules or those of its Clients which are in force at the premises or location where you perform the temporary work services ;
- gross negligence in the performance of services by you for the Company's Clients;
- conviction of a criminal offence that is relevant to the employee's employment;
- conduct that brings the Company's name or the name of its Clients into disrepute; and
- discrimination or harassment of a fellow worker (whether they are employment or engaged by the Company, and Employment Business you are supplied through or a Client you perform temporary work services for) on the grounds of sex, sexual orientation, race, disability, age or religion or belief.

Any other acts of misconduct may come within the general definition of gross misconduct.