

### Our Policy

Stambridge Security Services Ltd maintains standards of behaviour which are necessary to maintain good employment relations and discipline. The company prefers that discipline is voluntary. However, it may be necessary for the company to take action if behaviour or performance is unacceptable. This disciplinary procedure is entirely non-contractual and does not form part of an employee's contract of employment.

Minor faults will be dealt with informally through counselling and training. However, where no improvement is seen or where the matter is considered to be serious, the following disciplinary procedure(s) will be used, in conjunction with relevant investigations.

The company will notify the employee in writing of the allegations and will invite the employee to a disciplinary meeting. Sufficient information will be provided about the alleged misconduct or poor performance and its possible consequences to enable the employee to prepare to answer the case.

Having given the employee reasonable time to prepare, a formal disciplinary meeting will then take place. The employee may be accompanied by a fellow employee if requested. The employee will be answer any allegations and will also be given a reasonable opportunity to ask questions, present evidence, call relevant witnesses and raise points about any information provided by witnesses. The meeting may not be recorded without written permission in advance.

Following the meeting, the company will inform the employee in writing if disciplinary action is justified. An employee's behaviour is not looked at in isolation but each incident of misconduct is regarded cumulatively with any previous occurrences.

### Stage 1: Written Warning

The employee will be given a formal written warning and will be advised of the reason for the warning, how conduct or performance must be improved, the timescale over which the improvement is to be achieved and the consequences if the terms of the warning are not complied with. The written warning will be recorded but nullified after six months, subject to satisfactory conduct and performance.

### Stage 2: Final Written Warning

Failure to improve performance in response to the procedure so far, a repeat of misconduct for which a warning has previously been issued, or a first instance of serious misconduct or serious poor performance, will result in a final written warning. This final written warning will

be recorded but nullified after twelve months, subject to satisfactory conduct and performance.

## Stage 3: Dismissal

Failure to meet the requirements set out in the final written warning will normally lead to dismissal. The employee will be informed of the reasons for dismissal.

## Gross Misconduct

Offences under this heading are so serious that an employee who commits them will normally be summarily dismissed. In such cases, the company reserves the right to dismiss without notice of termination or payment in lieu of notice. Examples of gross misconduct include:

- Any breach of the criminal law, such as theft.
- Any fraud (including making fraudulent or false expense claims), deliberate falsification of records, false declarations in connection with employment or applications for employment or any other form of dishonesty.
- Misuse of or wilful damage to company property, materials or equipment including improper use, carrying out work for third parties, vandalism, loss, theft and unauthorised removal. This includes property of relevant third parties.
- Offering, promising or giving a bribe or requesting, agreeing to receive or accepting a bribe or bribing a foreign public official in connection with employment.
- Wilfully or negligently causing harm or injury to another employee, client, customer or visitor, physical violence, assault, fighting, bullying or grossly offensive, abusive or aggressive behaviour or language.
- Dereliction of duty and incapacity at work, including sleeping whilst at work, unauthorised absence, undertaking unauthorised activities during normal working hours (including unauthorised use of social media and mobile devices), use or possession of alcohol or illegal drugs, smoking outside designated areas, any sexual activity, breaches of confidentiality and copyright, working for competitors, and/or bringing the company into disrepute
- Wilful refusal to obey a reasonable management instruction or serious insubordination..
- Serious breaches of health and safety and/or security rules, including acts or omissions which endanger the safety of another employee, client, customer or visitor.
- Discriminating against, harassing, bullying or victimising another employee, client, customer or visitor because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and

ethnic or national origins), religion or belief, sex and/or sexual orientation.

- Knowingly breaking a legal requirement in connection with employment.

**The above is intended as a guide and is not an exhaustive list.**

## Suspension

In the event of serious or gross misconduct, an employee may be suspended while a full investigation is carried out. Suspension is a neutral act, which does not imply guilt or blame, and will be for as short a period as possible. Suspension is not considered a disciplinary action.

## Appeals

An employee may appeal in writing against any disciplinary decision, including dismissal, to a Director of the company within five working days of the decision. The employee will be invited to attend an appeal meeting chaired by a senior manager or a director when the employee will be given the chance to state their case and will have the right to be accompanied by a fellow employee. Following the appeal meeting, the employee will be informed in writing of the decision of the meeting, which will be final.