

## **DISCIPLINARY PROCEDURE**

### **1. Disciplinary system**

- 1.1 The disciplinary system has been designed to provide you with every opportunity to explain the circumstances surrounding any breach or alleged breach of your contract or the rules of the Company.
- 1.2 Where the facts of a case warrant disciplinary action being taken against you, it is the intention that such action be seen where possible as remedial rather than punitive.
- 1.3 The disciplinary action taken when the facts of the case warrant it, will be determined by the severity of the offence and length of service, save in cases of gross misconduct where summary dismissal will apply.
- 1.4 Before any disciplinary action is taken, an investigation will be conducted into the circumstances of the alleged offence. A disciplinary meeting will be held and you will be notified of the meeting in writing.
- 1.5 Depending on the severity of the offence and length of service, disciplinary action may take one of the following forms:
  - (a) a verbal warning recorded within your personnel file
  - (b) a written warning, one copy of which will be retained by you and one enclosed within your personnel file
  - (c) a final written warning advising you that further breaches of these rules or your contract of employment will render you liable to dismissal. One copy of this will be retained by you and one enclosed within your personnel file
  - (d) dismissal with or without notice depending on the severity of the offence.
- 1.6 You may appeal against disciplinary action taken against you by applying within two working days in accordance with the appeal procedure.
- 1.7 At all stages of the disciplinary procedure you will be given the right to reply to all and any allegations made against you before any decision or disciplinary action is taken.
- 1.8 At all stages of the disciplinary procedure you will have the opportunity to be represented by a friend or colleague who is also an employee.

### **2. Rights of appeal**

- 2.1 If you wish to appeal against any disciplinary action taken against you, you must write to a company manager who has not previously been involved in the matter, within three working days of the disciplinary action occurring of which you are complaining.

- 2.2 Your letter must state clearly the grounds on which you are lodging your appeal and the outcome you are seeking.
- 2.3 Your appeal will be considered as soon as possible and a meeting arranged to discuss the matter fully. The outcome of the appeal will be binding on all concerned.
- 2.4 The results of the appeal, together with copies of all related correspondence will be retained in your personnel file for future reference.
- 2.5 If you wish you may be accompanied by a friend or colleague who is also an employee to assist you at all stages of your appeal.

**3. Gross misconduct**

MORE TEXT ON FULL DOCUMENT