

The relationship between satisfactory behaviour, performance and conduct is available to make misconduct are dealt with

The Disciplinary Procedure employee's conduct or procedure at any stage not apply to those on a temporary contract.

**Principles**

- The aim is to encourage performance, and to
- No disciplinary action
- Prior to the investigation may be suspended for more than five working
- At every stage the investigation accompanied by a representative
- The employee concerned imposed

**The Procedure**

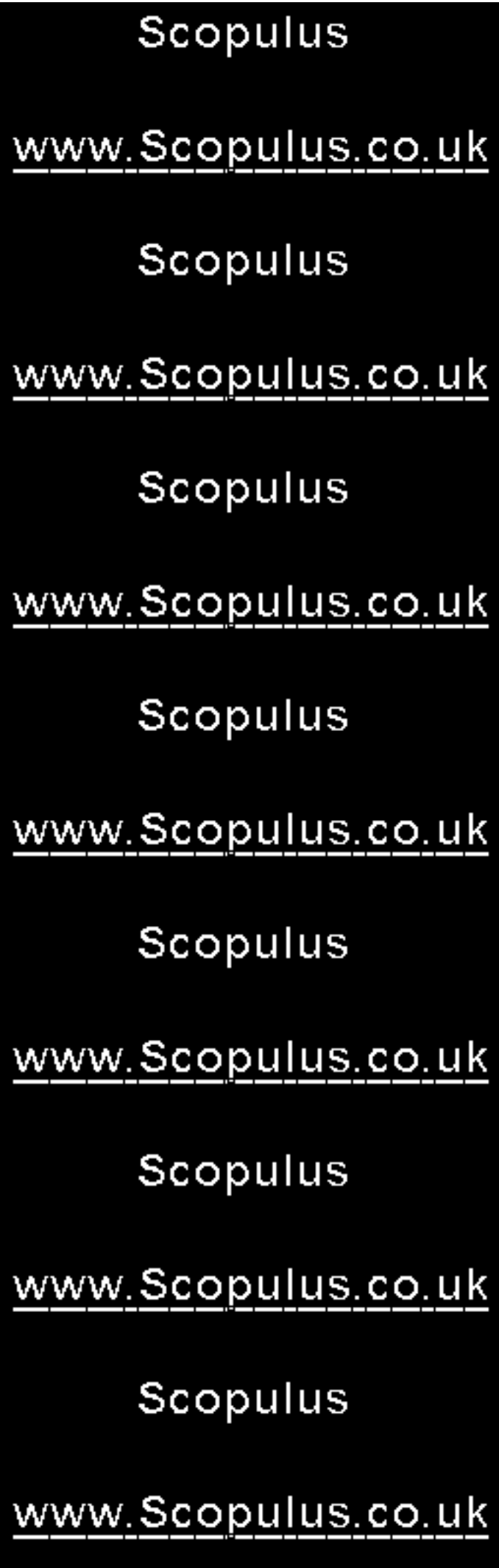
Minor issues of conduct something is repeated followed.

Investigation

Where the Disciplinary of the facts before the investigation and the investigation has been disciplinary action is a

Stage 1 – Verbal Warning

The purpose of a verbal considered to have fallen of the areas needing to improvement. You will mitigating circumstances If appropriate you will meet the required standard of the warning will be



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investigation tion taken. ]. If, after e feels that

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for disciplinary performance.

Stage 2 – Written

Where the failure to improve performance following the first stage will be initiated. You will be given the opportunity to provide a written explanation. If the manager believes that your performance will not improve, they will confirm the situation. Any further failure will be considered significant and serious. A copy of this warning will be considered spent. In exceptional cases, a further warning may be issued in the case.

If performance does not improve

Stage 3 – Final

If there is a failure to improve performance following the next stage, you will be given a final written warning for misconduct. Your FINAL WRITTEN WARNING. If you fail to improve, dismissal will result. A copy of this warning will be considered spent. It will expire after 12 months. In exceptional cases, a further warning may be issued in the case.

Stage 4 – Dismissal

If your misconduct is found to be gross following a final written warning, you may be dismissed without notice. Incidences of gross misconduct may be given a final written warning and without notice. If you fail to improve, dismissal will result.

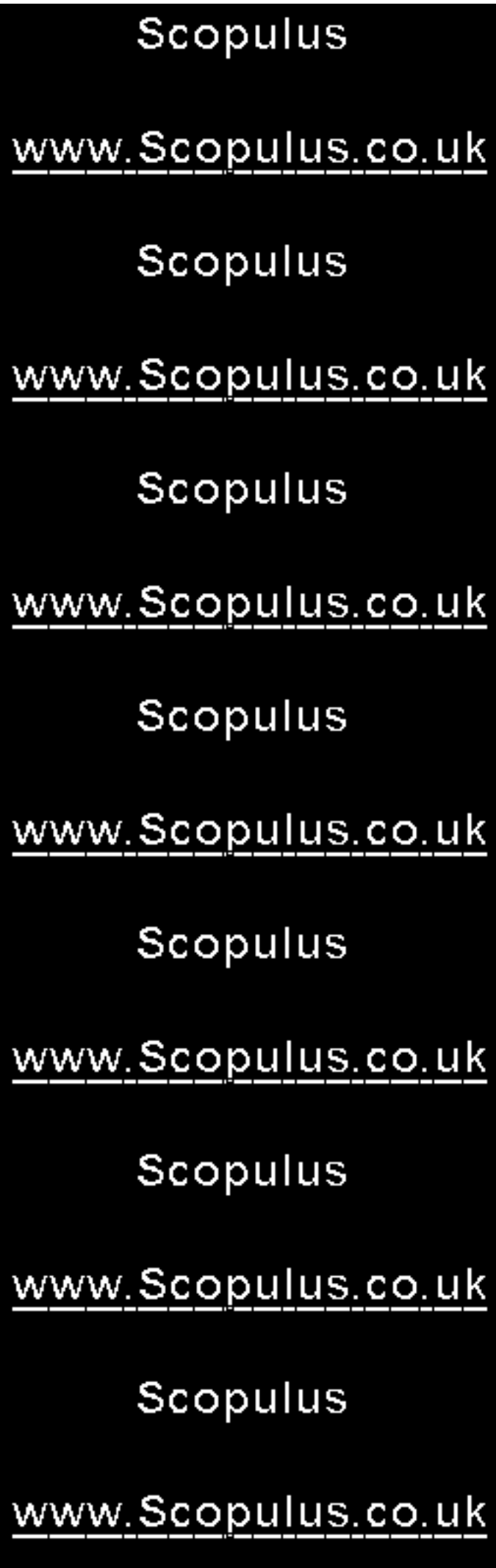
Disciplinary Penalties

The Company reserves the right to take disciplinary action if your conduct is found to be unsatisfactory, including:

- suspension with or without pay
- disciplinary transfer
- termination of employment
- imposition of a fine

Appeals

If you feel that you have been unfairly treated, you may appeal to the [Personnel Manager].



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... serious one, or second stage will be issued. This will normally be performance. In

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...ng under Stage 2 for more serious misconduct may be given a final written warning and warn that

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... unsatisfactory, D. Incidences of gross misconduct may be given a final written warning and without notice.

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... lodged with the disciplinary action.

The [Managing Director] will hear the appeal. The decision

**Examples of Misconduct**

The following are examples of serious or gross misconduct which could lead to DISMISSAL. The following will apply.

- a) Unauthorised use of the Company's name or logo on any company letterhead, business cards, or any other company property.
- b) Unauthorised absence from work.
- c) Serious negligence or carelessness resulting in a breach of confidentiality or a breach of security.
- d) Every incidence of misconduct is taken into account when action calculated to be in the best interests of the Company.
- e) Conduct, which is a criminal offence whether or not it renders the employee liable to prosecution.
- f) Wilful disregard of the Company's policies and procedures.
- g) Conduct which brings the Company into disrepute or which makes them unable to obtain business from other companies.
- h) Deliberate or serious breach of the Company's policies relating to health and safety or the Financial Conduct Authority's Dealing Rules.
- i) Flagrant breaches of the Company's policies on the unauthorised use of the Internet, mobile phones, or social media.
- j) Incapacity through illness or injury.
- k) Indecent, immoral or obscene conduct which constitutes a breach of current legislation.
- l) Undertaking work for a competitor or undertaking paid work for a competitor.
- m) Failing to declare any interests which might reasonably be interpreted as a conflict of interest when carrying out his/her duties.
- n) Wilful breach of the Company's policies.

This list is by way of example only. Anyone suspected of misconduct may be suspended from work on full pay pending an investigation. If gross misconduct has occurred, the employee may be dismissed without notice.

**General Points on Disciplinary Procedures**

- a) The cumulative effect of minor incidents may be taken into account.
- b) The procedure can be suspended or changed by the Company at any time.
- c) Consideration will be given to the employee's length of service and the Company's need to ensure the highest standards of performance.

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