



## IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

### DISCIPLINARY PROCEDURE POLICY STATEMENT

Employees will be subject to the disciplinary action if any of the following take place (this is not an exhaustive list and may be amended as events dictate):

1. Persistently fail to perform work to an acceptable standard
2. Are involved in misconduct as follows:
  - Disregarding Company rules
  - Interrupting the work of fellow employees without due cause
  - Causing danger to life or property, or inconvenience to fellow employees
  - Persistent lateness or bad timekeeping
  - Unauthorised absence without good reason
  - Unauthorised use of Company equipment or property

Employees will be informed of the nature of the misconduct as soon as possible and have the opportunity to state their case before any decision on appropriate disciplinary action is taken.

Once the facts have been established and responsibility is clear, disciplinary action will generally be taken as follows:

- a) Verbal warning
- b) Written warning
- c) Redeployment
- d) Termination by notice or pay in lieu of notice

Employee previous record will be taken into account when determining disciplinary action to take except where misconduct justifies summary dismissal i.e. termination without notice or pay in lieu of notice.

The first breach of conduct will result in a verbal reprimand - only if the breach of conduct recurs or if conduct does not improve will a written warning be issued. A copy of the written warning will be placed on the employee's personal file.

Breaches of conduct resulting in disciplinary action, other than a verbal warning, will be confirmed in writing to the employee.

Except for gross misconduct, no employee will be dismissed for any offence without a written warning stating that a repetition will be cause for dismissal. Employees may be suspended pending an investigation in to the circumstances.

Other than for a verbal reprimand, no action will be taken without prior discussion or consultation with the employee's immediate supervisor.

Serious offences merit summary dismissal without any previous warning. Where the offence warrants such action the employee will be suspended whilst an investigation takes place. The employee will be given the opportunity to state his case before any course of action is determined.

The employee will receive a written statement of the reasons for dismissal and a final record of disciplinary action taken will be retained.

The following breaches of conduct may merit summary dismissal; this list is not exhaustive.

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## IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

1. Fighting or causing or attempting to cause, or threatening injury to another whilst on duty or on Company premises
2. Causing damage to Company property intentionally or through gross negligence.
3. Acting in such a way as to prejudice occupational health, safety or hygiene
4. Unauthorised disclosure of confidential Company or customer information
5. Dishonesty in the performance of duties including:
  - Falsifying of Company documents
  - Wilful failure to report and account for all monies
  - Obtaining Company property on fraudulent orders
  - Accepting or effecting bribe or secret commission in cash or in kind
  - Knowingly making false statements in connection with Company business
  - Introducing, possessing, using or causing others to use habit forming drugs or intoxicating liquor, or being under the influence of such drugs or liquor whilst on duty or on Company property
  - Sleeping whilst on duty
  - Smoking in places where smoking is prohibited
  - Failing to report any accident or personal injury where the employee is involved
  - Failure to report any contagious or infectious disease that may affect the health of other employees
6. Involvement in any sexual, racial or other harassment of any of the Company's employees, customers, subcontractors or agents.

Reviewed by:

Shane Seaton

Managing Director

Date: 9<sup>th</sup> January 2023

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