

DISCIPLINARY POLICY AND ACTION

The Company's objective is to encourage improvement in individual conduct and performance. In support of this policy, the statement outlined below states the action that will be taken for the prompt and effective investigation of reported breaches of discipline or work standards.

The following procedure is designed to establish the facts quickly and to deal fairly and consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

Disciplinary procedure

Informal Discussions/counselling

Normally before taking formal disciplinary action, the person to whom you report will make every effort to resolve the matter by informal discussions.

However, where this fails to bring about the improvement required, the formal disciplinary procedure set out below will be implemented.

Formal disciplinary procedure

As soon after the incident or event as practical, an investigation will be carried out to establish the facts of the case and where appropriate to obtain statements from any available witnesses. The employee will be informed in writing of the nature of the alleged breach of discipline.

Where the nature of the offence is very serious and / or where any type of investigation is likely to take some time, the employee may be suspended with pay.

Any decision to suspend an Employee on pay will be to allow completion of a thorough investigation; this will take place as soon as practicable. Such a suspension shall not be considered any form of pre-judgment or a punitive act on the part of the employer, or their manager.

Following the investigation, and where there is a case, which requires to be answered, the employee will be invited to attend a disciplinary interview, during which he or she will be given the opportunity to reply to the allegation and to state their response.

The employer will, in writing, inform the employee what act or omission they are alleged to have committed. Stating clearly the time place and date of disciplinary meeting, also reminding the employee of their right to be accompanied at the meeting.

All workers have a statutory right to be accompanied at disciplinary hearings, if they so wish, by a fellow worker or a trade union official of their choice.

Where an employee refuses to attend a meeting having been notified in writing of the hearing with all the details of the disciplinary meeting.

Management will offer to re-arrange a further meeting to take place within five working days, particularly if non-attendance was because the employee or their accompanying person had been unable to attend on the original date set for the disciplinary hearing.

Should the employee fail or refuse to attend the re-arranged meeting, Management will inform the employee in writing they may consider all of the available evidence and will reach a decision accordingly.




The employee will be notified of the outcome in writing and, where a disciplinary penalty is imposed, they will be given an explanation of the penalty.

All letters to the employee regarding a disciplinary meeting shall contain the following details:

- What act or omissions the employee is alleged to have committed;
- Details of the time, place and date of any disciplinary;
- Remind the employee of their right to be accompanied at the meeting;
- Provide details of all relevant information or documents to be referred to at the disciplinary meeting;
- Remind the employee of the Company Disciplinary procedures and at what stage the disciplinary meeting is to be held;
- If the employee had failed to attend any meeting, the details of their actions must be recorded in the correspondence

Rotunda Policy Review Record

| Reviewed by: | Approval date: | Review frequency: | Review date: | Signed: |
|--------------|---------------------------|-------------------|---------------------------|---|
| Maxine Ennis | 11 th May 2024 | Annual | 12 th May 2025 |  |