Disciplinary Procedure

Policy Statement
BE Recruitment believes that the fairest way to resolve issues relating to conduct, performance, or attendance is through a clear and structured disciplinary procedure. This process is designed to be corrective (not punitive) helping employees understand expectations and improve where necessary. All employees will be treated fairly and equitably, without discrimination based on age, disability, gender reassignment, marriage or civil partnership, race, religion or belief, sex, sexual orientation, pregnancy or maternity. Any individual factors that may be affecting performance or conduct (including personal or health issues) should be communicated to the Company as early as possible.

Objectives
This policy aims to:

- Promote high standards of conduct, performance, and attendance.
- Ensure consistent and fair handling of disciplinary matters.
- Provide employees with an opportunity to explain and improve before formal action is taken.
- Clearly define the procedure for dealing with misconduct or poor performance.

Principles
With the exception of informal discussions or verbal guidance, employees have the following rights in relation to disciplinary action:

- To be informed of the allegations or concerns to be addressed.
- To be accompanied at any disciplinary hearing by a work colleague or accredited trade union representative if available.
- To appeal any formal disciplinary decision made.

The Company will consider and implement reasonable adjustments where required for employees with disabilities or health conditions participating in disciplinary proceedings.

Disciplinary Procedure
Wherever appropriate, concerns will first be addressed informally through discussion, coaching, guidance, training, or clarification of expectations before formal disciplinary action is considered.

a. Formal Verbal Warning
If conduct, attendance, or performance falls below expected standards, a disciplinary hearing will be held. The employee will have the opportunity to explain the circumstances. If the explanation is unsatisfactory, a formal verbal warning may be issued and confirmed in writing. This warning will remain on file for six months.

b. Written Warning
If:

- There is insufficient improvement following a verbal warning, or
- The issue is deemed too serious for a verbal warning alone, a written warning will be issued following a hearing. This warning will remain on file for 12 months.

c. Final Written Warning
A final written warning may be issued if:

- There is no improvement after a written warning, or
- The misconduct or performance issue is serious but not grounds for immediate dismissal.

The employee will be informed that any further misconduct may result in dismissal. Final warnings remain on file for 12 months.

d. Dismissal
Dismissal may occur where:

- Improvement has not been achieved after previous warnings, or
- The misconduct is sufficiently serious. This includes but is not limited to:
  - Theft or fraud
  - Violence or threatening behaviour
  - Serious breaches of health and safety
  - Serious breaches of confidentiality
  - Drug or alcohol impairment at work
  - Deliberate damage to Company property
  - Serious insubordination

A final disciplinary hearing will be held where the employee can present their case. If dismissed, the employee will receive written confirmation outlining:

- The reason for dismissal
- The termination date
- Their right to appeal

General Provisions

- Full investigations will be conducted before any action is taken. Where appropriate, investigations and disciplinary hearings will be conducted by different individuals to ensure impartiality.
- Hearings will be scheduled with reasonable notice and, wherever possible, during normal working hours.
- In some cases, an employee may be suspended with full pay during the investigation. Suspension is not a disciplinary sanction and will only be used where necessary to protect the investigation, individuals involved, Company property, or business interests. Suspension will be kept under regular review and for the shortest reasonable period.
- The Company reserves the right to adjust the disciplinary process based on the severity of the issue or if the employee has limited service.
- Short-service employees or those in a probationary period may be dismissed without prior warnings.
- The Company may recover the cost of damage or loss from an employee's pay if found responsible following a disciplinary hearing. Any deduction from wages will only be made where permitted by law and authorised under the employee's contract of employment

Disciplinary Appeal Procedure
Employees have the right to appeal at every formal stage of the disciplinary process.
To appeal:

- Submit written reasons for the appeal within five days of receiving the disciplinary decision.
- Address your appeal to a Director not previously involved in the case.
- Clearly explain why the decision is unfair or inappropriate.
- Include any new evidence or witness names for consideration.

You have the right to be accompanied at the appeal hearing by a work colleague or accredited trade union representative if available.
Note: The appeal process is intended to review the disciplinary outcome. It will not result in a harsher penalty than initially imposed. The appeal decision is final.

Monitoring and Review
This policy will be reviewed annually or sooner in response to legal or operational changes.

Document Control and Accountability

- Review Date: 26/08/2027
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