

Disciplinary Policy

1.0 Statement of Policy

1. The aim of the Hampsey Ltd Disciplinary Policy is to help and encourage employees to improve, achieve and maintain standards of conduct, attendance and job performance. It also enables management to deal effectively with those employees who do not comply with the Company standards of conduct, attendance and performance in the workplace. Equally, the policy and procedure are designed in a manner which is non-discriminatory and which is fair, consistent and effective. It must also be applied in a timely manner and without undue delay.
2. All Managers have a responsibility for ensuring that employees are made aware of the Disciplinary Policy and Procedure. All employees are to be informed of the standards of conduct and work performance expected of them and Managers should ensure that these standards are fully understood by those who work to them. Action taken under this policy must reflect fully the process detailed in the Procedural Appendix attached to this policy.
3. Matters relating to or arising under the Disciplinary Policy and Procedure must be treated as confidential at all times. Failure to do so may itself constitute grounds for initiating disciplinary action.

2.0 Key Principles

1. At each stage of the Disciplinary Procedure, the employee has a right to be accompanied by an accredited Trade Union representative or work colleague. The employee will be informed in writing of:
 - The nature of the complaint or allegation against them.
 - The stage at which the matter is being considered.
2. The employee will also be reminded that they will be given a full opportunity to state their case and if action is taken, what improvement is required. They will also be reminded of their right of appeal.
3. Managers whose responsibilities require them to participate in or hold disciplinary meetings will be given appropriate training to enable them to undertake their role effectively and dispassionately.
4. Employees should make every effort to attend meetings or interviews relating to the application of the Disciplinary Procedure. If an individual is unable to attend, they will need to give notice and the reasons why they are unable to attend. The meeting will then be re-scheduled to a mutually convenient time. Unless the reasons are exceptional, the re-arranged meeting must take place within 10 working days. However, where an employee fails to attend such meetings more than once without compelling reasons, then meetings may be held in the employee's absence. Where this measure is invoked, the employee will be informed of this in writing.
5. Those responsible for arranging the procedure under the Disciplinary Policy and Disciplinary Procedure must ensure that any necessary, reasonable adjustments required by the employer or others attending have been addressed. This may relate to disability or to the requirements of religious beliefs.
6. Should an employee have an objection to the person(s) appointed to investigate or hold meeting in connection with the disciplinary matter they must raise this objection in writing, clearly stating reasons to Human Resources/Head Office. Such objection must be made within two working days of the notification about the matter under investigation being brought to their attention.
7. The nature of the disciplinary action taken will be determined according to the nature and seriousness of the alleged misconduct and a dispassionate assessment of the facts based on the balance of probabilities. Where misconduct is established, and the sanction is a warning, then subsequent misconduct within the currency of the warning may result in further and potentially more serious action which may ultimately result in dismissal. No employee, however, will be dismissed for a first instance of misconduct (except where the misconduct amounts to levels of gross misconduct). Employees have the right to appeal against any disciplinary warning or sanction.
8. The Company's Disciplinary Policy and Procedure will not apply to any employee who is in their period of probation.
Any proposed application of this policy to accredited Trade Union representatives must be the subject of

prior consultation with HR/Senior Management who will notify a senior full-time official of the Trade Union concerned.

9. Should an employee raise a complaint under the Company's Grievance Policy, or any other related policy, whilst subject of an action under the Disciplinary Policy and Procedure, and the complaint relates directly or indirectly to the matter under investigation, then action under the Disciplinary Policy will be adjourned whilst an urgent inquiry into the complaint is carried out. If the grievance or complaint is rejected or found to have no bearing on the matter being investigated, then the disciplinary proceedings will continue from the point at which they were adjourned.
10. Data relating to the application of the Policy and its associated Procedure will be held and destroyed in accordance with the provisions of current data protection regulations (including General Data Protection Regulations) and any Company policy which derives from those regulations.
11. In accordance with the current equality legislation, this procedure will not discriminate — either directly or indirectly — on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristics.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed annually.



Greg Hampsey
Managing Director
Hampsey Ltd

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