



BRADLEY DEMOLITION

Disciplinary Policy

In order for us to maintain high standards in the delivery of our operational services, customer service / care and health and safety & Environmental matters. We have adopted a formal procedure for dealing with misconduct by employees. In cases of misconduct, the Company's disciplinary procedure will normally apply.

This procedure is intended only as statement of Company policy and management guidelines and does not form part of your contract of employment

The Disciplinary Procedure enables the Company to take appropriate action against you where your performance or conduct is considered unsatisfactory. However, we abide by a number of principles to ensure that anyone subjected to disciplinary action receives consistent and fair treatment.

Any complaint made against you will be fully investigated and no disciplinary action will be taken until you have been informed of the nature of the complaint and been given the opportunity to respond.

A formal meeting will be held with you to investigate the reasons for taking disciplinary action against you at all stages as set out below. You have the right to be accompanied by a work colleague or an employee representative of your choice at any disciplinary or appeal meeting. Whilst we will make all reasonable efforts to ensure that you are present at any disciplinary hearing. In case of absence exceeding seven days then we may hold the hearing in your absence, in which case you may make written representations.

The outcome of disciplinary meetings will be confirmed to you in writing. We will at all times use our best endeavours to keep all details relating to any disciplinary investigation or procedure confidential. Your Line manager or the HR Department will deal with minor problems but if the matter is more serious the following procedure will be utilised:

Please Note: that the Company reserves the right to affect this procedure at any stage, if your misconduct is considered to warrant such action.

Stage 1 - Verbal Warning

If your conduct or performance has been unsatisfactory, you will normally be given a formal verbal warning. You will be informed of the reason for the warning. You will also be advised of your right to appeal. A note of the verbal warning will be kept on file but will be considered "spent" for disciplinary purposes after a period of 6 months unless otherwise specified.

Stage 2 - Written Warning

If a serious disciplinary matter occurs or if there has been a failure to improve following a previous verbal warning, you will be given a formal written warning. The written warning will give details of the complaint, the improvement required from you and the period in which it has to be achieved. It will also warn that a final written warning may be issued if there is no satisfactory improvement within the required period and will advise of the right to appeal. A note of the warning will be kept on file but will be considered "spent" for disciplinary purposes after 12 months, unless otherwise specified.

Stage 3 - Final Written Warning

If there is insufficient improvement following a written warning or if there is misconduct that is serious enough to warrant only one written warning, a final written warning may be given to you. This will give details of the complaint and will warn that dismissal, or some other action short of dismissal, may result if there is no satisfactory improvement within a specified period. It will also advise of the right to appeal. A note of the warning will be kept on file but will normally be considered "spent" for disciplinary purposes after a period of 12 months, unless otherwise specified.

Stage 4 - Dismissal

If you fail to meet the standards required of you, or if there is gross misconduct, dismissal will normally result. A decision to dismiss can only be taken by a Director.

As an alternative to dismissal and at the Company's discretion, the Company may demote you. If the Company is considering dismissal, demotion or any other action short of dismissal, you will be given a written statement prior to the formal disciplinary meeting, setting out the reasons for the proposed course of action. During the meeting, the issues will be fully discussed, and you will be informed in writing of the outcome. If you are dismissed, you will be provided with written reasons for dismissal, the date your employment terminated, and details of any notice pay to which you are entitled. You will also be informed of your right to appeal. If you are demoted, you will be entitled to the salary and other terms and conditions of employment appropriate to the position to which you have been demoted. You have a right of appeal of demotion.

Gross Misconduct

If gross misconduct is alleged against you, the Company may suspend you on full pay pending investigation of the matter. You will be given a written statement prior to the formal disciplinary meeting, setting out the reasons for the proposed course of action. The issues will be fully discussed at the meeting and you will be informed in writing of the outcome. If, following investigation and after a full disciplinary meeting, the Company is satisfied that there has been gross misconduct, the outcome will normally be summary dismissal without notice or payment in lieu of notice.

The following is a non-exhaustive list of examples that are normally regarded as gross misconduct:

- Theft, fraud, deliberate falsification of records;
- Physical violence including fighting and assault on another person;
- Deliberate damage to company property or property belonging to any employee;
- Incapability through alcohol;
- Abuse of drugs;
- Refusal to undergo a medical examination at the Company's request;
- Negligence which causes significant loss, damage or injury to other employees or company property;
- A serious act of insubordination;
- Serious failure to follow the health and safety rules of the Company;
- Failure to notify the Company of a serious and immediate danger to health or safety;
- Serious misuse of the Company's computing, telephone or postage facilities;
- Sexual, racial or disability harassment;
- Disclosure of confidential information;
- Dishonest use of the Company's property or name;
- Bringing the Company into disrepute;
- Failure to follow Company rules when driving a Company vehicle, or your own vehicle, or driving without proper insurance or whilst disqualified when on Company business.

Appeals

You have the right to appeal against any warning, demotion, suspension or disciplinary dismissal within five working days.

You should give written notice of your intention to appeal to the HR Department. A Director will hear all appeals.

You will be informed in writing of the date of any appeal and you will be entitled to bring a colleague or an employee representative with you to the appeal hearing. The Director may decide the matter at the hearing or adjourn the hearing for further investigation or for further consideration. You will be informed of the outcome of any appeal hearing in writing as soon as possible, the decision of which is final.



Signed:

Andrew Hill - Director

Date: 07/12/2022