

Disciplinary Policy & Procedure

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Author:	Emma Humphreys, Head of HR
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Oliver Traylor, Managing Director



Signature:

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Disciplinary Policy & Procedure

POLICY STATEMENT

The Company has a responsibility to set reasonable standards of conduct and performance that apply to all aspects of your employment. The Company's aim is to encourage staff to adhere to its values, standards of conduct and performance. Where it is appropriate, you will be provided with the necessary guidance, support and training to help you to achieve the standards that the Company sets.

Informal Stage

Every attempt should be made to resolve matters that are a result of actions and behaviours from employees which are not consistent with company values, standards of conduct and performance. If you are not achieving the required standards of conduct or performance, this will be discussed with you by your line manager on an informal basis. A file note of agreed actions to resolve such matters will be made.

If the matter cannot be resolved informally then a formal disciplinary process will take place.

Formal Disciplinary - Step 1

Establishing the facts (investigation)

- The Company will investigate the alleged poor performance or conduct issue.
- The investigation will be carried out without unreasonable delay and will establish the facts of the case.
- Where it is necessary, the Company may interview other employees who may have knowledge of the matter and a note will be taken of what they have to say.
- Once the investigation has been completed, the Company will decide whether there is any action to be taken. It may be appropriate to take no action, to have an informal discussion or to invite you to a disciplinary meeting.
- In some cases, it may be necessary to suspend you with pay. Suspension will be as brief as possible and will be regularly reviewed.
- If a disciplinary meeting is required, the Company will inform you in writing.

Formal Disciplinary - Step 2

The disciplinary meeting

A disciplinary meeting will take place before any disciplinary action is taken.

You have a right to be accompanied at the meeting, by either a fellow worker, companion or a trade union representative.

You must make every effort to attend this meeting. If you are unable or unwilling to attend a disciplinary meeting without good cause, a decision will be made in your absence on the evidence available.

The meeting is being held to enable the Company to explain the allegation against you, to go through the evidence that has been gathered during the investigation and to decide whether it is appropriate to issue a disciplinary sanction.

You will be given an opportunity to fully respond to the allegation and comment on the evidence. You may also ask questions, present your own evidence and raise points about any information provided by witnesses.

An adjournment will be taken prior to the meeting being concluded. This will allow the Company to consider all the information that has been presented. The Company representative that has chaired the meeting will decide whether the allegation is upheld or not, and what level of disciplinary action is appropriate, if any.

You will receive confirmation of the outcome in writing. This may take the form that no further action will be taken or where disciplinary action has been necessary, the outcome letter will state what action has been taken and the reason for it. You have a right to appeal the decision.

Disciplinary Stage 3

Appeal

If you feel that the disciplinary action taken against you is wrong or unjust, you may wish to appeal against the decision. If you wish to appeal, you must do so in writing 5 working days of receipt of the disciplinary outcome letter as follows:

- Your appeal letter should clearly state the grounds of your appeal.
- Upon receipt of your appeal letter, the Company will invite you to attend an appeal meeting.
- Where reasonably practical, the appeal will be dealt with by a manager more senior than the one who attended the first meeting (unless the most senior manager attended that meeting).
- Your right to be accompanied at the meeting, by either a fellow worker, companion or a trade union representative.
- After the appeal meeting, the Company will inform you in writing of their final decision.

This decision is final and there is no further right of appeal.

The Company may decide to uphold the original disciplinary action, reduce the severity of the action or remove the disciplinary action altogether, and either take no action or take informal action.