

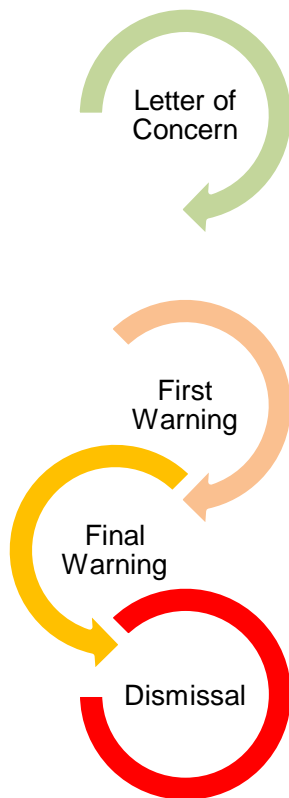


Disciplinary Procedure

Whilst the Company does not intend to impose unreasonable rules of conduct on its employees, certain standards of behaviour are necessary to maintain good employment relations and discipline in the interest of all employees.

Therefore, from time to time, it may be necessary for the Company to act towards individuals whose level of behaviour or performance is unacceptable. It will also occur where an employee knowingly breaks any legal requirement in connection with their employment.

Overview



Minor faults will be dealt with informally through counselling, training and letters of concern. However, in cases where informal discussion with the employee does not lead to an improvement in conduct or performance or where the matter is too serious to be classed as minor, for example, unauthorised absences, persistent poor timekeeping, sub-standard work performance, etc. the following disciplinary procedure will be used.

At all stages of the procedure, an investigation will be carried out. This can include, where necessary, an investigation of social media websites (social media websites are a public forum, even if account privacy settings are set at a restricted access level).

The Company will notify the employee in writing of the allegations against him or her and will invite the employee to a disciplinary hearing to discuss the matter. The Company will provide sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the employee to answer the case. This will include the provision of copies of written evidence, including witness statements, where appropriate.

Having given the employee reasonable time to prepare their case, a formal disciplinary hearing will then take place, conducted by a manager, at which the employee will be given the chance to state his or her case, accompanied if requested by a trade union official or a fellow employee of his or her choice.

The employee must make every effort to attend the hearing. At the hearing, the employee will be allowed to set out their case and answer any allegations and will also be given a reasonable opportunity to ask questions, present evidence, call relevant witnesses and raise points about any information provided by witnesses.

Following the hearing, the Company will decide whether disciplinary action is justified and, if so, the employee will be informed in writing of the Company's decision in accordance with the stages set out below and notified of his or her right to appeal against that decision. It should be noted that an employee's behaviour is not looked at in isolation, but each incident of misconduct is regarded cumulatively with any previous occurrences.

Except with the express written permission of the Company, disciplinary investigations and hearings must not be recorded on any electronic device. If the Company discovers that you have done this covertly, you could be subject to further disciplinary action.

Please note that the Company will deal with all disciplinary matters within a reasonable timescale. However, it reserves the right to extend these wherever necessary and if appropriate.

Stage 1: First Warning



The employee will be given a formal first warning. They will be advised of the reason for the warning, how they need to improve their conduct or performance, the timescale over which the improvement is to be achieved, that the warning is the first stage of the formal disciplinary procedure and the likely consequences if the terms of the warning are not complied with.

The written warning will be recorded but nullified after six to twelve months (depending on severity), subject to satisfactory conduct and performance.

Stage 2: Final Warning

Failure to improve performance in response to the procedure so far, a repeat of misconduct for which a warning has previously been issued, or a first instance of serious misconduct or poor performance, will result in a final written warning being issued.

This will set out the nature of the misconduct or poor performance, how they need to improve their conduct or performance, the timescale over which the improvement is to be achieved and warn that dismissal will probably result if the terms of the warning are not complied with.



This final written warning will be recorded in the personnel file but nullified after twelve months, subject to satisfactory conduct and performance. This has also been previously known as a final written warning. Please note that although these usually last for twelve months the Company reserves the right to extend the validity of any final written warning to a maximum of three years in cases of very serious misconduct or where the employee has a history of misconduct issues.

Stage 3: Dismissal



Failure to meet the requirements set out in the final written warning will normally lead to dismissal with appropriate notice. A decision of this kind will only be made after the fullest possible investigation.

The employee will be informed of the reasons for dismissal, the appropriate period of notice, the date on which his or her employment will terminate and how the employee can appeal against the dismissal decision.

Alternatives to dismissal

In some cases, the Company may at its discretion consider alternatives to dismissal. These may be authorised by management and will usually be accompanied by a final written warning. Examples include:

- Demotion or loss of seniority
- A period of suspension without pay
- Pay reduction
- Loss of future pay increment or bonus
- Loss of overtime
- Transfer to another department or job

Suspension

In the event of serious, potentially serious or gross misconduct concerns, an employee may be suspended on full pay while a full investigation is carried out. Suspensions are not a disciplinary action and any suspension does not imply guilt or blame and will be for as short a period as possible while we conduct investigations and complete any required action through this procedure.

Appeals

An employee may appeal against any disciplinary decision, including dismissal, to the Company within ten working days of the decision. Appeals should be made in writing and state the grounds for appeal. Where appeals are made the employee will be invited to attend an appeal hearing chaired by a different, and where practically possible, more senior manager.

At the appeal hearing, the employee will again be given the chance to state his or her case, provide any new evidence and will have the right to be accompanied by a trade union official or a fellow employee of his or her choice.

Following the appeal hearing, the employee will be informed in writing of the appeal decision. The Company's decision on an appeal will be final.

Employees with Short Service

This disciplinary procedure does not apply to any employee who has been employed by the Company for less than two years. In these instances, probation meetings or employment reviews will be used to discuss any concerns.

Gross Misconduct

Offences under this heading are so serious that an employee who commits them will normally be summarily dismissed. In such cases, the Company reserves the right to dismiss without notice of termination or payment in lieu of notice. Examples of gross misconduct include:

- Dishonesty (including but not limited to theft, fraud and the unauthorised or excessive personal use of the Company's facilities or Company's clients, including telephones, photocopiers, faxes or computer mail facilities, networks or services)
- Assault or any violent or abusive behaviour
- Failure to report any criminal convictions or any pending civil or criminal proceedings
- Gross negligence or recklessness in carrying out your duties
- Divulging any of the Company's confidential information or that of its clients
- Any deliberate legislative breach while on duty including smoking inside on the Company's or client's premises
- Being under the influence or intoxicated by reason of drink, drugs or other noxious substances whilst at work or engaged on the Company's business
- Serious Breach of Company rules or refusal to carry out your duties or to comply with reasonable instructions
- Willful damage to the Company's or client's property
- Any act which would in the reasonable opinion of the Company bring its name into disrepute
- Serious bullying or harassment on grounds of race, sex or disability of any of the Company's employees or employees of their clients

- Serious breaches of health and safety provisions
- Refusing to submit to a search or to provide urine or blood samples when reasonably requested to do so
- Leaving your place of work without permission or authorisation from the client and Risk Management Services prior to the full completion of your shift
- Making or signing any False statements of any description or destroying, altering or erasing documents
- Sleeping whilst on duty
- Allowing non-Risk Management personnel such as friends, relatives etc onto any location
- Failure to display your SIA License or be in possession of your SIA License Dispensation Notice whilst on duty.
- Failure to Maintain / Hold a valid SIA License (Inc Suspension, Withdrawal and Refusal of an SIA License).
- Neglecting to complete a required task at work promptly and diligently without sufficient cause
- Soliciting or receipt of gratuities or other consideration from any person
- Failure to account for keys, money or property received in connection with business
- Incivility to persons encountered in the course of duties, or misuse of authority in connection with businesses
- Use of uniform, equipment or identification without permission
- Permitting unauthorised access to a customer premises and company vehicle to any person
- Carrying of equipment not issues as essential to an employees duties, or use of a customers equipment or facilities without permission and not maintaining agreed standards of appearance and deportment whilst at work

The above is intended as a guide and is not an exhaustive list.