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| DISCIPLINARY POLICY STATEMENTIntroduction The maintenance of satisfactory standards of work, performance and conduct are essential to the continued prosperity and wellbeing of the Company and its Employees. This procedure seeks to ensure satisfactory standards are maintained and that a fair method of dealing with any shortcomings is used. Scope All Total-Cleaning.Com employees  **Responsibilities**  Management accept responsibility for ensure that the rules and accepted standards of performance and conduct are made known to Employees. For their part Employees are expected to familiarise themselves with the relevant rules and standards and to abide by them.   Principles The following principles will apply in the operation of Disciplinary Procedure:-   * No action will be taken against an Employee until the case has been fully investigated. * At every stage in the procedure the Employee will be advised of the nature of the complaint and be given every opportunity to state his/her case before any decision is made. * No Employee will be dismissed for a first breach of discipline except in the case of GROSS MISCONDUCT when the penalty will normally be summary dismissal, i.e. dismissal without notice or without wages in lieu of notice. * At each stage of the procedure the Employee may elect to be accompanied by any other person he/she chooses. * In appropriate cases (e.g. poor performance) the Employee will be advised of the time allowed for improvement. * An Employee will have the right to appeal against any disciplinary penalty imposed.   **Company Rules**  While it is not possible to set out all the circumstances which require disciplinary action, the normal accepted rules of conduct which apply in society as a whole will equally apply in the work situation, (as will the rules which are displayed on the notice board and with which all Employees should make themselves familiar).  **Offences Against the Disciplinary Code**  Offences against the Disciplinary Code will be dealt with either by counselling, oral or written warning or dismissal.  **The Procedure**   1. The basic responsibility for maintaining discipline lies with the immediate supervisor who may at any time discuss informally with the Employee any minor breach of rules. 2. **Stage 1 – Oral Warning**   If conduct or performance does not meet acceptable standards after informal counselling the Employee will be interviewed by the Supervisor who, if not satisfied with any explanation put forward, will issue an oral warning which will be recorded on the Employee’s personnel record.   1. **Stage 2 – Written Warning**   If the conduct or performance is still unsatisfactory the Employee will again be interviewed by the Supervisor who, if not satisfied with any explanation put forward, will issue a written warning setting out the reasons for the action. A copy of this will be given to the Employee and a copy will be kept on the Employee’s personnel record.   1. **Stage 3 – Final Written Warning**   If the conduct or performance is still unsatisfactory the Employee will again be interviewed by the Supervisor who, if not satisfied with any explanation put forward, will issue a final written warning giving details of the offence and advising the Employee that any further infringement of the rules will result in dismissal. A copy of this warning will be given to the Employee and a copy will be kept on the Employee’s personnel record.   1. **Stage 4 – Dismissal**   Should conduct or performance give cause for further complaint the Employee will be interviewed by a Director who, if not satisfied with any explanation put forward, will advise the Employee in writing that employment is being terminated.   1. **Serious Misconduct**   In the event of a serious breach of discipline Stages 1 and 2 may be omitted and action taken in accordance with Stage 3 of the procedure. Some examples of serious misconduct are shown at paragraph – Categories of Misconduct.   1. **Gross Misconduct**   If an Employee should be found guilty of gross misconduct the penalty for a first offence will normally be summary dismissal, i.e. dismissal without notice or wages in lieu of notice. Some examples of gross misconduct are shown in paragraph – Categories of Misconduct.  **Suspension Pending an Investigation**  In cases of alleged gross misconduct it may be necessary to suspend an Employee while enquiries are pursued. During such a precautionary suspension the Employee will be paid his/her normal hourly rate. The decision to suspend will normally be given by the Supervisor. If the alleged gross misconduct occurs at a time when the Supervisor is not available, the next lower level of management on duty may suspend the Employee until such time as the Supervisor is available to investigate the matter.  **Removal of Warnings**  Warnings will remain active on the Employee’s records for the following periods after which they will be disregarded.   * Recorded Oral Warning 3 months * First Written Warning 6 months * Final Written Warning 9 months   However, where a final written warning was issued following an instance of gross misconduct which, after investigation, was considered to be exceptionally not appropriate for dismissal, it will remain in force for a period of not less than two years.  **Appeals**  An appeal may be made against a decision taken at any stage of the procedure. All appeals must be lodged in writing within 2 days of the imposition of the penalty.  **Categories of Misconduct**  The following are examples of various types of misconduct. These lists should not be regarded as exhaustive, nor does it imply that the Company will not take action in accordance with its rights and duties under criminal law.  General Misconduct   * Smoking * Poor timekeeping * Unauthorised absence * Time wasting * Minor insubordination * Failure to notify promptly reasons for absence * Failure to complete work sheets on daily basis * Poor workmanship   Serious Misconduct   * Breaches of Fire or Safety Regulations * Careless working practices * Giving false evidence of incapacity for work * Gambling * Leaving the premises during work hours without authority * Misuse of company property or vehicles   Gross Misconduct   * Falsification of worksheet * Fraudulent wage claims or falsification of payment records * Malicious damage to company property or equipment * Bringing drink or drugs on the Company premises or consuming these during working hours * Incapacity at work due to intoxicants or drugs or being under the influence of alcohol on arrival at work * Fighting or assault * Refusal to carry out legitimate instructions * Gross insubordination * Gross breach of Fire or Safety Regulations * Removal of property of the Company, customers or fellow Employees * Loss of Driving Licence where driving is a part of job function |
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Approved By: Euan Oattes Date: 01.08.2022

Signed: Euan D. Oattes Revision: 01.08.2023