



Britannia Fire Compliance Company Ltd
Keeping You Up To Code.

DISCIPLINARY PROCEDURE

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Disciplinary procedure

1. Purpose of the procedure/Introduction

BFCC Ltd.'s aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

2. Principles

- Employees are expected to know the standard of conduct or work expected of them.
- Employees will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case
- An employee is entitled to be accompanied by a trade union representative or work colleague at the meeting
- No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Employees have the right to appeal against any disciplinary action taken

3. Informal discussions

Before taking formal disciplinary action, management will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

4. First or formal verbal warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded but disregarded after 6 months of satisfactory service, providing there have been no subsequent disciplinary issues.

5. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.

After a period of 9 months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

The employee will be given 10 working days' notice of formal disciplinary meeting, if unable to attend the employee must contact management within 5 working days to rearrange date that can be no more than 10 days from original date this can be extended through mutual agreement, employee's must be informed of their right to bring a representative if representative is unable to attend they must contact management within 5 working days.

6. Final written warning

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning. If proven, a final warning, will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period.

After a period of 24 months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

7. Gross misconduct

An employee can be dismissed without notice on grounds of gross misconduct. The employee will be suspended with pay while the circumstances of the alleged incident are investigated.

A dismissal must be confirmed in writing within 5 working days of the date of the disciplinary interview.

Where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we inform the Department for Children, Schools and Families, other relevant agencies and follow Local Safeguarding Children's Board guidelines.

8. The right to appeal

If the employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.