

DISCIPLINARY STATEMENT

TO ALL EMPLOYEES

STATEMENT OF DISCIPLINARY POLICY

PROCEDURES AND RULES

- 1 The Company employs operatives and staff in accordance with Joint Industry Board National Working Rules and Determinations, or the Staff Agreement of the Environmental Engineering Industry, as appropriate.
- 2 The procedures established under these agreements for the resolution of grievances apply also to any disputes arising out of disciplinary action taken by the Company.
- 3 The attention of the employees is drawn to the provisions of the appropriate National Agreement regarding working hours, unauthorised absence etc., and to the employee's responsibilities under the Health and Safety at Work Act 1974. Employees must comply with all Company safety regulations and with any special rules (including client requirements and site safety rules). These rules may from time to time be varied according to the site on which the employee is currently working. All operatives are expected to make themselves familiar with JIB National Working Rules.
- 4 When a breach of discipline occurs which does not warrant dismissal without notice (see below) the following procedure will normally be followed:
1. a verbal warning, noted in the Company's records.
 2. a formal verbal warning, before witnesses and noted in the employees records.
 3. a formal written warning, after an investigation at which the employee has the right to be accompanied by anyone of his choice (preferably a shop steward).
 4. a final written warning, which will make it clear that repetition of the offence will almost certainly result in dismissal; to be issued after an investigation governed by the rules of 4.3 above.
- It should be noted that in aggravated cases any of the above warnings, save 4.4 may be omitted from the sequence.
- 5 To avoid doubt, it is hereby stated that supervisors and foremen are empowered to recommend dismissal, and, if necessary, where there is reason to believe that an employee may be guilty of gross misconduct, to suspend on pay pending investigation by the appropriate manager. However, only managers have the authority to dismiss an employee from the Company.
- 6 The Company will, except in exceptional circumstances, withdraw a final written warning, on request by the employee, after a period of six months' satisfactory conduct. If the warning has been issued for a serious offence it may be reinstated if the offence occurs within six months of its withdrawal.
- 7 The following are examples of actions which would almost certainly render an employee liable to instant dismissal for gross misconduct, after due enquiry had been made:
1. Fighting or assaulting any other person during the course of employment.
 2. Stealing property belonging to the Company, other employees, or Clients of the Company.
 3. Knowingly falsifying with intent to defraud any time sheets, clock cards or other Company documents.
 4. Committing an act of gross indecency during employment.
 5. Being drunk or under the influence of non-medically prescribed drugs during the hours of employment.
 6. Sleeping whilst on duty.
 7. Contravening safety regulations, such as smoking in a "No Smoking" area, dangerous use of tools etc.,
 8. Action such as to seriously offend a Client and/or detract from the Company's good name and reputation.
 9. Flagrant breach of any rules relating to the premises at which work is being carried out, as laid down by the Client or occupier of the premises, including the Client or occupier's safety regulations.
 10. Negligent workmanship, such as to endanger life or cause major damage to property.