Disciplinary & Grievance Policy

1. Purpose & Scope

This policy sets out the standards of conduct, performance, and behaviour expected from all employees. It provides clear procedures for addressing disciplinary matters and grievances to ensure fairness, transparency, and compliance with employment law. The policy applies to all employees of the Company.

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

2. General Rules of Conduct

Employees are expected to maintain high standards of professional behaviour and performance. The following rules apply (this list is not exhaustive):

- Conduct yourself in a manner that protects the Company's reputation and relationships with clients, suppliers, and colleagues.
- Maintain an acceptable standard of work and show a conscientious approach to duties.
- Attend work regularly and punctually; inform your manager promptly of any absences.
- Comply with Company procedures, notices, and health & safety rules.
- Use Company equipment, property, and time responsibly and only for authorised purposes.
- Maintain professional standards of appearance and personal hygiene.
- Do not remove Company property without permission.
- Report any incidents of damage to Company or others' property immediately.
- Be courteous and respectful towards colleagues, customers, and visitors.
- Comply with policies on smoking, use of mobile phones, and use of communication systems.
- Do not provide references or opinions about employees or ex-employees unless authorised.

3. Gross Misconduct

The following are examples of gross misconduct that may lead to summary dismissal without notice (not exhaustive):

- Fighting, physical assault, or dangerous behaviour.
- Bullying, harassment, discrimination, or abusive behaviour.
- Theft, fraud, or misappropriation of Company or employee property.
- Being under the influence of alcohol or drugs at work.
- Possession, use, or distribution of illegal drugs at work.
- Serious breaches of health and safety rules.

- Deliberate damage to property.
- Unauthorised recording of workplace meetings or discussions.
- Serious breach of Company policies.

4. Disciplinary Procedure

The Disciplinary Procedure is designed to encourage improvement rather than punishment. The Company will take formal action where necessary, in line with the ACAS Code of Practice.

Stages of the procedure:

1. Informal Action – Minor issues may be resolved through informal discussion.
2. Written Warning – Issued if conduct or performance does not improve. Valid for 6 months.
3. Final Written Warning – Issued if the problem persists or is serious. Valid for 12 months.
4. Dismissal – May occur with or without notice depending on the circumstances.

Employee rights at every stage:

- Be informed in writing of the allegations.
- Attend a formal meeting and present your case.
- Be accompanied by a colleague or accredited trade union representative.
- Appeal against any formal decision.

5. Grievance Procedure

Employees are encouraged to raise concerns promptly so they can be resolved quickly and fairly.

Steps:

1. Informal Resolution – Raise the matter with your line manager where possible.
2. Formal Grievance – Submit your grievance in writing.
3. Grievance Meeting – Normally arranged within 5 working days. You may be accompanied by a colleague or trade union representative.
4. Written Outcome – A decision will be provided in writing following the meeting.
5. Appeal – If dissatisfied, submit an appeal in writing within 5 working days. A further meeting will be arranged and the final decision communicated in writing.

Closing Statement

The Company is committed to handling disciplinary, and grievance matters fairly, consistently, and in line with legal requirements.

Managing Director

Name: **Danish Iftikhar**

Signature: 

Date: **22/09/2023**