

# **GOODY DEMOLITION**

## **GDP009 COMPANY DISMISSAL & DISCIPLINARY PROCEDURES**

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**Revision Log**

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001	17 <sup>th</sup> January 2017	First Issue
002	21 <sup>st</sup> May 2019	Addition of Change Log

## Verbal Warning

When the offence is a minor one or if this is the first time that the employee has breached a rule of conduct. This will remain on your personnel file throughout your period of employment. However the warning will only remain valid for dismissal & disciplinary procedures for a 6 month period.

## Written Warning

A written warning will be given for either a more serious offence or when a previous verbal warning has been ignored. There will be a clause stating how long this warning should remain valid. This will remain on your personnel file throughout your period of employment. However the warning will only remain valid for dismissal & disciplinary procedures for a 12 month period.

## Final Written Warning

When the employee has already received a written warning for the same or similar offence. An employee will be offered the chance to request a disciplinary hearing. This is normally within seven days of receiving the final written warning. There will be a clause stating how long the warning should remain valid.

## Disciplinary Hearing

A hearing should be held either when the employee has requested it or when strong action is required. It should be stated in the procedure that management may suspend an employee on full pay pending investigation

## State of Grounds for Action & Invitation to Meeting

The company will set out in writing the employee's alleged conduct, characteristics or other circumstances, which lead him to contemplate dismissing or taking disciplinary action against the employee. The company must send the statement or a copy to the employee and invite the employee to attend a meeting to discuss the matter.

## Disciplinary Meeting

The meeting must take place before action is taken, except in the case where the disciplinary action consists of suspension.

### **The meeting must not take place unless:**

- The company has informed the employee of the basis of the meeting including in the statement the ground(s) given in it.
- The employee has had a reasonable opportunity to consider their response to the statement.

### **The employee must take all reasonable steps to attend the meeting.**

After the meeting, the company must inform the employee of their decision and you will be notified of the right to appeal against the decision if you remain unsatisfied.

## Appeal

If the employee does wish to appeal, you must inform the company. If the employee informs the company of his wish to appeal, the company will invite you to attend a further meeting.

### **The employee must take all reasonable steps to attend the meeting.**

The appeal meeting need not take place before the dismissal or disciplinary action takes effect.

## Result

After the appeal meeting, the company will inform the employee of the final decision

**Latest Review Dated**

**28 October 2020**

**Signed By**

**Managing Director**

A handwritten signature in blue ink, appearing to read 'Gary Venner', is written over the 'Managing Director' text.

**Gary Venner**