



## Disciplinary Procedure Your Pay Ltd.

### 1. Disciplinary rules

The Company requires good standards of discipline from its employees, together with satisfactory standards of work. These disciplinary procedures apply to any misconduct or failure to meet standards of performance or attendance. The procedure is referred to in your Employment Contract but is not contractual.

The purpose of the procedure is to be corrective rather than punitive and it should be recognised that the existence of procedures such as these is designed to help and encourage you to achieve and maintain standards of conduct, attendance and job performance and to ensure consistent and fair treatment for all employees.

If your standard of work or conduct falls and, after warnings, remains below the level which is acceptable, you may be dismissed.

Summary dismissal without notice will take place if an act of gross misconduct is committed. Gross misconduct is any deliberate act by an employee that is detrimental to the good conduct of the Company's business. Examples of misconduct and gross misconduct are listed below.

#### Examples of misconduct

The following is a non-exhaustive list of examples of offences, which amount to misconduct falling short of gross misconduct:

- Unauthorised absence from work
- Lateness
- Unacceptable performance
- Inappropriate standard of dress
- Smoking on company premises
- Time wasting
- Contravention of minor safety regulations
- Disruptive behaviour



- Failure to comply with reasonable instructions of your supervisor on site (For the avoidance of doubt, please note that in some instances, the Company may receive an instruction from its customer that it wishes the Company to remove you from a particular site or project. The Company will in all cases comply with such an instruction, but it does not necessarily follow that the Company will decide to treat the matter as a disciplinary offence. Your removal from site is not of itself a disciplinary sanction. (Examples of gross misconduct The following is a non-exhaustive list of examples of offences which amount to gross misconduct:
  
- Dishonesty
- Falsification of records (including clock cards/time sheets/commission claims)
- Failure to comply with relevant statutory or regulatory requirements
- Serious insubordination
- Violent, abusive or intimidating conduct
- Deliberate damage to Company property or property of the Company's customer
- Sexual, racial or other harassment
- Unauthorised use or disclosure of confidential information
- Attending work under the influence of alcohol or non-medically prescribed drugs
- Reckless or serious misuse of a vehicle provided for work purposes
- Any action likely to bring the Company into disrepute
- Breach of Health and Safety rules which endanger the health and safety of others
- Failure to disclose correct information on your application form
- Conviction for any serious criminal offence while an employee of the Company



2. Disciplinary hearings No disciplinary action will be taken until the case has been fully investigated.

At all stages, you will be advised of the nature of the complaint and will be given the opportunity to state your case before a decision is made.

You may, if you wish, be accompanied by a fellow employee or a trade union official of your choice at any disciplinary hearing.

3. Disciplinary procedure Except for acts of gross misconduct, the following procedure will normally be adopted:

- For minor breaches of discipline, or failure to achieve satisfactory standards, a formal verbal warning will be given. This will be removed after 6 months in the absence of further offences.
- For more serious offences, or in the event of further minor transgressions, a warning will be given in writing. This warning will normally be given by your immediate supervisor or by Your Pay Ltd. (YPL) Human Resources Department. This will be removed after 12 months in the absence of further offences.
- In the event of further repetition of the misconduct or a failure to comply with a requested improvement, or in the case of misconduct or failure to comply with standards which do not amount to gross misconduct but which warrant a first and final warning, a final written warning will be issued by YPL Human Resources Department. This warning will specify that the consequences of a failure to comply will normally be dismissal. This will be removed after 12 months in the absence of further offences.
- In the event of any further misconduct or failure to achieve satisfactory standards or in the case of misconduct not amounting to gross misconduct but warranting dismissal, dismissal may result. (In cases of gross misconduct, you will normally be dismissed without notice or pay in lieu of notice or of accrued holiday pay. In exceptional circumstances, or if there are any genuine mitigating circumstances, alternative disciplinary action may be taken. (4. Rules for suspension of staff (Suspension will be on full contracted pay and you will be informed in writing of this at the time. The suspension will not normally be for more than ten days. (5. Appeals (If you are dissatisfied with any disciplinary decision affecting



you, you may appeal to the level of management immediately above that at which the decision was taken within four working days of the disciplinary decision. (If the disciplinary action which is the subject of the appeal is your dismissal the decision to dismiss will stand unless it is reversed on appeal. (Any appeal must be put in writing to the Managing Director, YPL at \_\_\_\_\_ stating the grounds for the appeal. The appeal will be heard by an appropriate senior manager who has not been involved in the initial proceedings. The appeal will review but cannot increase a disciplinary penalty. (The decision of the manager hearing the appeal is final. There is no further right of internal appeal.

(\_\_\_\_\_  
\_\_\_\_\_ March 2015, Your Pay Ltd.