

## STATEMENT OF DISCIPLINARY POLICY

1. The company's procedures are in accordance with the national working rules of the Joint Industry Board.
2. The procedures established 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 & Safety at Work Act 1974.

Employees must comply with all company safety regulations and will 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 and any site rules.

4. When a breach of discipline occurs which does not warrant dismissal without notice (see below), the following procedure will normally be followed:
  - 4.1 A verbal warning noted in the Company's records.
  - 4.2 A formal verbal warning, before witnesses and noted in the employee's records.
  - 4.3 A formal written warning, after an investigation at which the employee has the right to be accompanied by anyone of his/her choice.
  - 4.4 A final 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 warning (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 an investigation by the appropriate manager. However, only Directors and Managers have the authority to dismiss any employee from the company.

6. The company will normally, upon request by the employee concerned, withdraw written warnings for minor offences after a period of six months satisfactory conduct.
7. The following are examples of actions which would almost certainly render the employee liable to summary dismissal for gross misconduct after due expiry had been made. This list is not intended to be exhaustive.
  - a) Fighting or assaulting any other person during the course of employment.
  - b) Stealing property belonging to the company, other employees or clients of the company.
  - c) Knowingly falsifying with intent to defraud any timesheets, clock cards or other company documentation.
  - d) Committing an act of gross indecency during employment.
  - e) Being under the influence of alcohol or non-medically prescribed drugs during the hours of employment.
  - f) Sleeping whilst on duty.
  - g) Contravening safety regulations.
  - h) Action such as to seriously offend a client and/or detract from the company's good name and reputation.
  - i) 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.
  - j) Negligent workmanship such as to endanger life or cause major damage to property.
  - k) Actions which offend common decency.
  - l) Failure to disclose details of medical history which is detrimental to yourself or colleagues at work i.e. bad and worsening eye sight, epileptic fits etc.
  - m) Technical incompetence or misinterpretation of ability, experience of qualifications at interview.

Here are some examples of actions which would normally involve a verbal or written warning:

1. Performance and conduct, which is not considered satisfactory to the company.