

Disciplinary policy

and procedure

1 Purpose and scope of the procedure

1.1 The purpose of the disciplinary procedure is to ensure that unacceptable conduct is addressed promptly and appropriately.

1.2 The disciplinary procedure applies to all Company employees.

2 Principles of the procedure

2.1 The procedure is based on the following principles:

- Except for gross misconduct, no employee will be dismissed for a first breach of discipline.
- The level of any formal action outlined in paragraph 7 will be dependent on the seriousness of the offence, the consequence to Company of the offence and any mitigating circumstances presented by the employee, having regard to the need for fairness and natural justice.
- The employee has a right to be accompanied by their trade union representative or a work colleague at every stage of the formal procedure. The procedure is internal to Company and apart from external trade union representatives, does not allow for any external representation.

2.2 The procedure may be invoked where:

- previous support, advice or warnings have been ineffective;
- a number of minor complaints are made which, taken together, constitute a breach of discipline;
- There is a more serious breach of discipline.

Tsc Disciplinary Policy And Procedures Manual

SJ Ball



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