



Disciplinary Policy and Procedure

This disciplinary procedure describes how breaches of discipline will be dealt with. The ACAS CODE of practice describes the essential components of a fair disciplinary procedure.

Except for instances of gross misconduct, dismissal will not be the first step. However, we reserve the right to terminate your employment summarily by oral or written notice and without any payment in lieu of notice, if it has reasonable grounds for believing that you are guilty of gross misconduct, gross negligence or any other serious breaches of company rules, or your contract of employment, including any of the following events:

1. Commission of any criminal offence, dishonesty or serious misconduct, whether during the performance of your duties or otherwise.
2. In the event of any bankruptcy order being made against you or by you becoming prohibited by law from working in the company.
3. If any information relating to your suitability for employment by the company and provided in the course of applying for employment is subsequently found to be false or misleading; or
4. If you fail or cease to meet the requirement of any regulatory body whose consent is required to enable you to carry out effectively your duties and responsibilities under your contract of employment.
5. Fighting and arguing at work
6. Bringing the employer into serious disrepute
7. Serious breach of confidentiality
8. Failing to bide with management

Disciplinary procedures will vary on each individual situation. The disciplinary in place at this current time is first a verbal warning, secondly a written warning and if you continue to ignore the warnings, Rising Stars will have no choice but to terminate your position with the company. Any written or verbal warning given to the staff will stay in their personal files for minimum six months.

Disciplinary meetings will take place in your time and staff will be given 48hours notice for the meeting. At these meetings you can bring a colleague or a trade unionist.

Stages of the disciplinary procedure

Stage 1 - Verbal warning

Should an employee's conduct or performance remain less than satisfactory after an informal warning, the situation will be formally reviewed with the manager, who will talk to them about shortcomings and suggest ways in which they might put these right. The Manager will keep a written record of this meeting.

Stage 2 - Written warning

If the employee's conduct or performance remains less than satisfactory in relation to the agreed improvement plan made at Stage 1 or, in more serious cases, the situation will be formally reviewed by the manager.

Following this meeting, the employee will receive a letter recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the warning letter to confirm understanding of the terms of the letter. The letter will clearly state a plan of



improvement and deadline dates for achievement and a copy will be held on the employee's personal file.

Stage 3 - Final written warning

If the employee's conduct or performance fails to meet the standards established at Stage 2 or, in more serious cases, the situation will be reviewed with the employee by the Manager.

Following this meeting, the employee will receive a letter recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the warning letter to confirm understanding of the terms of the letter. The letter will clearly state a plan of improvement and deadline dates for achievement and a copy will be held on the employee's personal file.

Stage 4 - Dismissal

if the employee's conduct or performance fails to meet the standards established at Stage 3 or, in more serious cases, the situation will be reviewed with the employee by the manager. The decision to dismiss an employee must have the agreement of a manager and the Director, prior to implementation. The decision will be confirmed to the employee in writing and this letter will also confirm to whom any appeal should be made and details of the procedure to be followed.

Summary dismissal

In cases of gross misconduct, summary dismissal may be the only reasonable course of action. When gross misconduct is suspected, the employee will normally be suspended on full pay for up to five working days to allow for an appropriate investigation of the case. This investigation will be conducted by a nominated Manager or director. This investigation will include a meeting with the employee. Following the investigation, the employee will be asked to attend a meeting with the responsible Manager or Director. If the investigation has upheld the case of gross misconduct, the employee will be summarily dismissed without notice or pay in lieu. The decision will be confirmed to the employee in writing and this letter will also confirm details of the appeal procedure.

Appeals against disciplinary action

Any appeal against disciplinary action must be made in writing within five working days of the disciplinary action.

1. An appeal against a written warning should be made to the directors Arvinder Brar / Sumeet Brar the reasons for non-acceptance of the warning. He or she will carry out a full review of the facts, which may include a further meeting with the employee and management. Following this review, he or she will reply in writing to the employee's comments.
2. An appeal against dismissal should be made to the directors. They will carry out a full review of the facts and will reply in writing to the employee within five working days.