

Duncan Hire Ltd

Disciplinary Policy

1. Purpose

This policy outlines the procedures Duncan Hire Ltd will follow in managing employee conduct or performance issues. Our aim is to ensure matters are addressed consistently, fairly, and in accordance with best employment practices. It promotes corrective action and employee development while safeguarding company standards.

2. Scope

This policy applies to all employees of Duncan Hire Ltd, including permanent, part-time, temporary, and contract staff.

3. Guiding Principles

- **Fairness:** All disciplinary matters will be handled impartially, ensuring that every employee is treated equitably.
- **Consistency:** Disciplinary actions will be applied uniformly across the business to avoid bias or discrimination.
- **Transparency:** Employees will be made aware of relevant workplace policies, behavioural expectations, and the consequences of non-compliance.
- **Due Process:** Employees will be given a fair opportunity to respond to any concerns or allegations before action is taken.
- **Progressive Approach:** Whenever appropriate, we will adopt a step-by-step disciplinary process, escalating only when necessary.

4. Examples of Misconduct

Misconduct may include, but is not limited to:

- **Attendance & Timekeeping:** Frequent lateness or unauthorised absences.
- **Performance-Related Issues:** Failing to meet performance standards or job responsibilities.
- **Policy Violations:** Breaches of company procedures or standards.
- **Serious Misconduct:** Insubordination, harassment, theft, or other unacceptable behaviour.
- **Health & Safety Violations:** Actions that compromise safety for oneself or others.

5. Disciplinary Procedure

a. Informal Counselling

For minor issues, supervisors may conduct an informal discussion with the employee. The objective is to provide constructive feedback and support improvement without initiating formal action.

b. Verbal Warning

If concerns persist, a formal verbal warning may be issued. This will be documented and shared with the employee, outlining:

- The nature of the concern
- Expected improvements
- Timeline for review

c. Written Warning

In cases where there is no improvement or if the issue is more serious, a written warning may be issued. This document will include:

- Details of the misconduct
- Reference to prior warnings
- Required corrective action
- Potential next steps

Employees will be asked to acknowledge the written warning with their signature.

d. Suspension

For repeated offences or serious breaches, the company may impose a suspension without pay. The duration will depend on the severity of the issue. Suspension may also be used to allow for a formal investigation.

e. Termination of Employment

If an employee fails to improve despite prior disciplinary steps, or in cases of gross misconduct, termination may be necessary. All termination decisions will be made following a full review, in accordance with legal and procedural requirements.

6. Appeals Process

Employees have the right to appeal any formal disciplinary action. Appeals must be submitted in writing to the relevant manager or designated authority within **5 working days** of the decision.

The appeal will be reviewed by a manager not previously involved in the case. A final decision will be communicated promptly and in writing.

7. Confidentiality

All disciplinary procedures will be handled with the utmost confidentiality and professionalism. Information will only be shared with those directly involved in the process.

8. Policy Review

This policy will be reviewed annually by management to ensure ongoing relevance, fairness, and compliance with current employment law and best practice.

Signed: electronically signed

Peter Simpson

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Director

Duncan Hire Ltd