

ADS Recruitment – Disciplinary Procedure **Updated – 10.09.2018**

As ADS Recruitment supplies temporary staff to other work places, ADS Recruitment expects its staff to adopt the rules and regulations of the company they are working at. Therefore, additional Disciplinary Procedures, from the company concerned, may be adopted along with those detailed below.

Purpose and Scope

The purpose of the Disciplinary Procedure is to encourage all ADS Recruitment employees to adhere to the codes of conduct; both from ADS Recruitment and from the company they have been assigned to work at. This includes job performance, health and safety as well as attendance.

In order to ensure that all employees are held to the same standard, this document specifies the fair and consistent approach that will be taken in the case of a breach of company rules.

Principles

1. Where possible, ADS Recruitment will first consider acting in an informal capacity if it is applicable to the situation
2. The investigations will be conducted in a nondiscriminatory way, so as to quickly establish the facts of the situation. No formal disciplinary measure will be implemented until the matter is fully explored.
3. Once it has been determined that formal action will be taken, the employee in question will be informed of the complaint against them and will have the chance to present their case at a formal disciplinary meeting. During this, they may choose to be accompanied by a suitable companion (trade union representative or a work colleague)
4. In the case of formal action, an employee may view copies of the evidence (e.g. written documents). However, the employee will only be provided this, if it seems suitable to the case.
5. All employees have the right to appeal against any disciplinary action taken.

The Formal Procedure

If the disciplinary matter was not resolved in an informal approach, or is beyond the extent of informal action, then the formal procedure below will be assumed:

1. First Stage Warning

- The employee will receive a verbal warning, which will also be given in a written format too. In this warning, the problem will be described in addition to the improvement that is required. The warning will be 'live' and recorded for 6 months, during which time the employee has the chance to improve. Once they have satisfactorily done so, this warning will be disregarded.
- Also written, will be a statement informing the employee that failure to improve will result in a final written warning being issued.
- The employee has the right to appeal this.

If the situation is serious enough, or could induce a harmful effect on ADS Recruitment employees or its clients, the ADS Recruitment management is justified in issuing a final written warning to start with.

2. Final Warning

- A final written warning can be issued if there is no improvement during the 6 month period the employee has been given; a further offence is committed; or if the offence was severe in the first place.
- The final written warning will again detail the nature of the offence and what the employee is required to do to correct this.
- This warning will state that if there are no progressive results within 1 month, the employee may be dismissed.
- The employee has the right to query this warning.

3. Dismissal

- If the employee fails to improve their behavior or performance or if a further misconduct occurs, the ADS Recruitment management team has the right to dismiss the employee.
- The senior manager will undertake all dismissal decisions and the employee will receive a written document indicating the reasons for this action, the date their employment will end and that the employee has a right to appeal.
- Alternately, the employee may be imposed with a sanction such as demotion. In this case, the employee will be issued the reasons for

complaint and advised that failure to improve will result in dismissal. They will also be told of their right to appeal.

Gross Misconduct

Examples of gross misconduct are:

- Theft,
- Fraud
- Physical violence
- Intentional damage to property
- Engaging in activity that brings ADS Recruitment or its clients names into serious disrepute
- A breach of health and safety regulations (for example: causing serious injury through negligence or if the employee is working under the influence of alcohol or drugs.)
- Serious noncompliance may count as a gross misconduct too.

Please note that this list is not exhaustive.

Whilst the gross misconduct matter is being investigated, the employee in question will be suspended with full pay. The ADS recruitment management will only take action once the issue has been carefully examined.

If it were established that the alleged employee is found in the wrong, the usual consequence would be a dismissal without notice or payment in lieu of notice.

Appeals

Every employee of ADS Recruitment has the right to appeal against a disciplinary measure. This appeal must be directed to the current ADS Recruitment manager, Mike Panchmatia, within 5 days of receiving the written disciplinary penalty.

The appeal will be held as objectively as possible and the manager will review the disciplinary actions.

**ADS Recruitment Ltd.
1 Queensway
Southampton
SO14 4AQ
24 hour call number 023 80630077**

ADS Recruitment Disciplinary Procedure – Notes for Office Staff

The bullet points below detail the method in which ADS office employees should conduct themselves during Disciplinary Procedures.

- When dealing with disciplinary matters, all employees should act in a fair, impartial and consistent manner.
- The ADS office consultant should 'investigate' the matter thoroughly, in order to ensure the facts of the matter are brought to attention.
- The ADS office consultant should always inform the employee of the problem and allow them to present their case, before any decision is made.
- Should it fall within the scope of a reasonable request, the employee concerned should be allowed a suitable companion to accompany them in the formal Disciplinary meeting.
- The ADS office consultant should allow the employee the right to an appeal.

ADS office consultants are also required to keep formal records of the Disciplinary measures taken. The notes are to be kept in the employee records. The following should be logged:

- The date, time and by whom, the employee was notified that a disciplinary action would take place.
- Formal written notice of the above.
- The date, time and place of the actual disciplinary procedure to occur.
- Full name and address of any accompanying companion.
- Detailed notes of all the discussions between the ADS Recruitment office consultant and the employee. These formal notes must be put on record with 24 hours of the meeting.
- The written problem details and advice given to the employee, with additional advice that they have the right to appeal. Please allow a 7-day grace period, during which the employee can appeal.

Appeal

- If no appeal is made, then a formal written letter indicating the appropriate action is to be logged.
- If there are appeals: in line with the Disciplinary Procedures in place, an ADS senior consultant (or manager) will conduct these in a fair and open manner. The ADS senior will be someone who has NOT been previously involved in this Disciplinary issue.
- The employee will then be formally informed of the outcome of the appeal (this will be in writing)
- All hard copies of all the documents outlined above are to be kept with the employee file and all links will be placed to the employee payroll (documents must be scanned etc.)