SEE Sustainability Limited

**Disciplinary Policy**

**Policy Statement**

We SEE Sustainability Limited recognise that all employees should be treated fairly and with respect. We also want to provide an environment where employees can work to the best of their ability. Our disciplinary policy promotes the fair treatment of employees whilst ensuring the safe and effective operation of the business.

The disciplinary policy is applicable to all our staff at all levels of the company; at all points in any Disciplinary Procedure, our aim is to ensure consistent and fair treatment for all in the organisation.

This policy outlines the steps and procedures we will take to deal with disciplinary issues, whether that issue is capability- or misconduct-related.

The need for disciplinary action falls into two broad categories:

* unacceptable or improper behaviour ('misconduct')
* performance ('capability')

Examples of these behaviours include but are not limited to:

* poor timekeeping
* poor standard of work
* taking time off without permission
* bullying or harassing other members of staff

We will try to deal with incidents of minor misconduct informally. We will discuss any breach of the rules or procedures in one-to-ones or supervision meetings. We hope that these meetings are enough to bring about a change in behaviour.

We may need to follow a formal procedure when:

* there is no improvement
* a more serious lapse in conduct has occurred

We want to ensure that we deal with disciplinary issues:

* in a fair and consistent way
* without prejudice
* in confidence
* in line with good practice guidance provided by the Advisory Conciliation Arbitration Service

**Investigation**

No disciplinary action will be taken against an employee until the case has been fully investigated. This may include inviting the employee to a meeting to discuss the issue, plus confidential conversations with anyone who may be familiar with the situation or have useful information they could share.

Before moving forward with any disciplinary issue, we will endeavor to have all the facts available for discussion to ensure the procedure is fair, transparent and fully impartial.

The investigation will be conducted by either the line manager of the employee involved, or the Director.

**Disciplinary Meeting**

Should we decide to move forward with an official Disciplinary Procedure, we will invite the member of staff to a Disciplinary Meeting – this will be done by letter at least 48 hours before the specified time. This will be organised by the line manager or Director.

We expect our staff to do their best to attend, but if you or your chosen representative can’t make it, speak to your line manager immediately letting them know when you can make it and the meeting will be rearranged.

You can have either a work colleague or a trade union representative attend any formal disciplinary meeting with you. If you’re under 18, your parent or guardian can accompany you.

The meeting is the chance for both SEE Sustainability Limited and our employee to state our cases.

We will:

* explain the employee's alleged misconduct or performance issue
* go through the evidence
* explain our concerns
* explain our expectations for improvement or next steps
* ensure notes are taken

Our employee will be given the chance to:

* set out their case
* answer any allegations
* ask questions
* show evidence
* call relevant witnesses (with good notice)
* respond to any information given by witnesses
* choose if their companion can speak for them at the hearing

The employee's companion will be allowed to:

* set out the employee's case
* respond for the employee to any comments or points made at the meeting
* talk with the employee during the hearing
* take notes
* sum up the employee's case at the end of the hearing

Thorough notes will be taken at the meeting to ensure a complete record of the conversation.

At the end of the meeting, we will tell the employee what will be done next, with an approximate timeframe.

**The Outcome**

Our investigation and subsequent discussion will inform the next steps and outcome of the process. There are several potential outcomes.

**Where no action is needed:**

If we decide that there is no misconduct or performance issue, we will end the disciplinary procedure. We will talk to you privately to ensure you are happy with this outcome and feel comfortable continuing with your work. We will make clear that the issue is closed with nothing more to be done.

**Informal Warning or Verbal Warning:**

Where we consider the misconduct or performance issue to be minor and not serious, we will have an informal talk with the employee.

We will keep confidential written record of informal or verbal warnings for future reference.

**Written Warnings or Formal Warnings:**

Where we believe an issue needs to be followed up, or recorded more officially, we will issue a formal written warning, or written warnings where necessary.

First written warning – this will cover:

* what the misconduct or performance issue is
* the changes needed, with a timescale
* what could happen if the changes are not made
* in capability cases, any support or training we will provide
* what could happen if there is further misconduct or no improvement to performance
* how long the warning will stay in place

Final written warning – this will cover:

* Reiterate the above misconduct or performance issue
* What will happen if the employee continues with the same behaviour
* In cases of serious misconduct or poor performance, we may not give a first written warning and will go straight to a final written warning. For example, where the employee's actions have, or could, cause serious harm to the business
* If an employee does not meet the requirements of their final written warning in the timeframe set, it could lead to dismissal. We will make this clear to the employee
* Employees will be required to sign the final written warning to ensure their understanding of the issues, and record this understanding

**Suspension or Dismissal**

If some form of suspension or temporary dismissal is put in place, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement and will be advised of the right of appeal. A copy of the written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after 12 months subject to achievement and sustainment of satisfactory conduct or performance.

The last and most serious step we would consider is a recommendation to terminate employment. Dismissal decisions will only be taken by the Director, and the employee will be provided in writing with reasons for dismissal, the date on which the employment will terminate, and the right of appeal.

**Appeals**

Employees can always appeal the outcome of any disciplinary hearing in writing. SEE Sustainability Limited must receive this within ten working days from the date that the employee is deemed to have received the letter confirming outcomes from the disciplinary hearing.

Policy date: August 2022

Policy reviewed: March 2024

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