



Disciplinary Policy

1. Introduction

GEODEC is committed to maintaining a professional, safe, and respectful work environment. This Disciplinary Policy outlines the standards of conduct expected from employees and subcontractors, as well as the procedures for addressing misconduct. It aims to ensure fairness, consistency, and compliance with employment laws and company values.

2. Scope

This policy applies to all employees, subcontractors, and temporary workers representing GEODEC. It covers misconduct, performance issues, and breaches of company policies.

3. Standards of Conduct

Employees and subcontractors are expected to:

- Perform their duties professionally and to the required standard.
- Follow company policies, including health and safety regulations.
- Treat colleagues, clients, and suppliers with respect.
- Maintain honesty and integrity in all work-related matters.
- Protect company property and customer belongings.

4. Types of Misconduct

4.1 Minor Misconduct

Minor misconduct includes, but is not limited to:

- Persistent lateness or absenteeism.
- Failure to follow instructions.
- Inappropriate language or behaviour.
- Poor workmanship or failure to meet job standards.
- Failure to wear required personal protective equipment (PPE).



4.2 Serious Misconduct

Serious misconduct includes, but is not limited to:

- Repeated minor misconduct despite warnings.
- Disruptive or unprofessional behaviour towards colleagues or clients.
- Damage to company or client property due to negligence.
- Breach of confidentiality or misuse of company information.
- Working under the influence of alcohol or drugs.

4.3 Gross Misconduct

Gross misconduct may result in immediate dismissal and includes:

- Theft, fraud, or dishonesty.
- Physical violence or threats of violence.
- Harassment, discrimination, or bullying.
- Intentional damage to company or client property.
- Serious breaches of health and safety regulations.
- Refusal to comply with lawful company instructions.

5. Disciplinary Procedure

5.1 Informal Warnings

- For minor misconduct, a verbal warning may be issued.
- The issue will be discussed with the employee/subcontractor, and expectations for improvement will be outlined.
- A record of the verbal warning may be kept for future reference.



5.2 Formal Disciplinary Process

If informal measures do not lead to improvement, or if the misconduct is more serious, the following steps will be taken:

Step 1: Investigation

- The company will investigate the alleged misconduct.
- The employee/subcontractor may be asked to provide a statement.
- If necessary, the individual may be suspended (with pay for employees) while the investigation takes place.

Step 2: Disciplinary Meeting

- The individual will be invited to a disciplinary meeting, with at least 48 hours.
- They have the right to be accompanied by a colleague or representative.
- Evidence of the alleged misconduct will be presented.
- The individual will have an opportunity to respond.

Step 3: Disciplinary Outcomes

After reviewing the evidence and responses, one of the following actions will be taken:

- No Further Action: If the evidence does not support the allegation.
- Written Warning: Issued for more serious or repeated minor misconduct, valid for 6–12 months.
- Final Written Warning: If the misconduct is serious or if previous warnings have been ignored, valid for 12–24 months.
- Demotion or Suspension: Where appropriate, an alternative role or temporary suspension may be considered.
- Dismissal: If the misconduct is gross misconduct or if previous warnings have not led to improvement.



6. Appeal Process

- Employees/subcontractors have the right to appeal any disciplinary decision.
- Appeals must be submitted in writing within 7 days of the decision.
- A senior manager not involved in the original decision will review the case if applicable.
- A final decision will be communicated within 14 days.

7. Policy Review

This policy will be reviewed annually to ensure it remains up to date and compliant with relevant employment laws and company standards.

Signed By:

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