



DISCIPLINARY POLICY

1. Purpose

This policy outlines the Company's commitment to promoting positive standards of behaviour and addressing misconduct fairly, consistently, and transparently. Our goal is to maintain a respectful, safe, and professional environment for everyone engaged with **Viper Productions** ("the Company").

2. Scope

This policy applies to all employees, contractors, interns and volunteers that work with Viper Productions.

3. Principles

- All cases of potential misconduct will be properly investigated before any disciplinary action is taken.
- Individuals will have the opportunity to explain their side at every stage.
- The Company will ensure fairness, confidentiality, and appropriate support throughout the process.
- Disciplinary action will only be taken where justified, based on evidence and the specific circumstances.

4. Misconduct Examples

Misconduct includes (but is not limited to):

Minor Misconduct	Major/Gross Misconduct
Repeated lateness or absence	Theft or fraud
Poor attitude or rudeness	Acts of violence or threats
Minor breach of Company policies	Serious breach of safeguarding or health and safety rules
Failure to meet reasonable performance standards	Serious insubordination
Inappropriate use of Company property	Deliberate damage to Company property

5. Suspension During Investigation

In cases of alleged serious misconduct, the Company reserves the right to **suspend an individual with full pay** while a fair and thorough investigation is carried out. Suspension does not imply guilt or a disciplinary outcome.

6. Support During the Process

Individuals involved in a disciplinary process will be offered appropriate support, this may include:

- The right to be accompanied to formal hearings.
- Access to internal or external wellbeing support resources (where available).
- Clear communication about the process and timescales.

7. Disciplinary Procedure

a) Informal Action

Minor concerns may be dealt with informally through a conversation or informal warning, with guidance and support for improvement.

Informal action will usually not form part of a formal disciplinary record unless concerns continue.

b) Formal Action

Step 1: Investigation

- A fair investigation will be carried out to establish the facts.
- The individual will be informed of the concerns and may be invited to an investigatory meeting.

Step 2: Disciplinary Hearing

- If necessary, a formal disciplinary hearing will be arranged.
- Individuals will receive written notice of the hearing, including:
 - The allegations.
 - Relevant evidence.
 - Their right to be accompanied by a colleague, trade union representative, or chosen companion.
- At the hearing, individuals will have the opportunity to respond appropriately and present evidence.

Step 3: Outcome

Following the hearing, possible outcomes may include:

- No action.
- Verbal warning (recorded).
- First written warning.
- Final written warning.
- Dismissal with notice.
- Summary dismissal (without notice) for gross misconduct.

The decision will be communicated in writing, with reasons provided.

8. Warnings and Expiry

- **Verbal warnings** will typically remain on record for **6 months**.
- **First written warnings** will remain on record for **12 months**.
- **Final written warnings** may remain on record for up to **24 months** depending on severity.

After expiry, warnings will normally be disregarded in future disciplinary decisions.

9. Right of Appeal

Individuals have the right to appeal any disciplinary decision.

Appeals must be submitted in writing within **5 working days** of the outcome notice, stating clearly the grounds for appeal.

A different manager or independent person will hear the appeal, and the outcome of the appeal will be final.

10. Record Keeping

All investigations, hearings, and outcomes will be fully documented and securely stored within the Company, in accordance with the Law of England and Wales.

Records will be maintained in accordance with the Company's data protection policy and will be kept confidential except where disclosure is necessary.

Effective Date: 28/04/2025

Review Date: 28/04/2026

Viper Productions:

Reviewed by: Karl Hughes

Role: Chief Executive Officer