



# **Itus Protection Limited**

## **Disciplinary and Grievance Policy**

### **Our contact details**

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### **Disciplinary and Grievance Policy**

#### **1. Introduction**

Itus Protection Limited is committed to maintaining a fair and respectful workplace environment for all employees. This Disciplinary and Grievance Policy outlines the procedures for addressing disciplinary issues and grievances, ensuring that disputes are resolved promptly, fairly, and in accordance with applicable laws and regulations.

#### **2. Disciplinary Policy**

##### **Principles**

Disciplinary action shall be taken only where there is a clear and justifiable reason for doing so, and after a thorough investigation has been conducted.

Disciplinary action shall be proportionate to the seriousness of the offense and may range from informal counselling to formal warnings, suspension, or termination of employment.

Employees have the right to be informed of the allegations against them, to present their side of the story, and to appeal against any disciplinary decisions made. Procedure

**Informal Resolution:** Where appropriate, minor disciplinary issues may be resolved informally through discussion between the employee and their supervisor or manager.

**Formal Procedure:** This will consist of a formal meeting with management where all evidence is submitted from the investigation. The employee will have the chance to respond before a disciplinary meeting will be held if it is deemed relevant.

**Investigation:** A thorough investigation shall be conducted to gather evidence and establish the facts of the case. The employee shall be informed of the allegations against them and given an opportunity to respond.

**Disciplinary Meeting:** If the investigation confirms that disciplinary action is warranted, a formal disciplinary meeting shall be arranged with the employee to discuss the allegations, present the evidence, and allow the employee to provide their side of the story.

**Decision:** Following the disciplinary meeting, the manager or disciplinary panel shall decide on the appropriate disciplinary action, taking into account the severity of the offense, any mitigating factors, and the employee's previous conduct.

**Appeal:** The employee shall have the right to appeal against any disciplinary decision made. The appeal shall be heard by a senior manager or an independent panel, and the employee shall be given the opportunity to present new evidence or arguments. 3. Grievance Policy

## **Principles**

Employees have the right to raise concerns or complaints about their employment or working conditions without fear of reprisal or victimization.

Grievances shall be addressed promptly, fairly, and confidentially, with due consideration given to the employee's perspective and the need for resolution.

Employees have the right to be informed of the outcome of their grievance and to appeal against any decisions made.

## **Procedure**

**Informal Resolution:** Where possible, grievances should be resolved informally through discussion between the employee and their supervisor, manager, or HR representative.

**Submission of Grievance:** If the grievance cannot be resolved informally, the employee may submit a formal written grievance to their supervisor, manager, or HR department, outlining the nature of the complaint and the desired outcome.

**Investigation:** A thorough investigation shall be conducted to gather relevant information and establish the facts of the grievance.

**Grievance Meeting:** A formal meeting shall be arranged with the employee to discuss the grievance, present the findings of the investigation, and explore possible resolutions.

**Decision:** Following the grievance meeting, a decision shall be made on the appropriate course of action, taking into account the nature of the grievance and any relevant policies or procedures.

**Appeal:** The employee shall have the right to appeal against any decisions made regarding their grievance. The appeal shall be heard by a senior manager or an independent panel, and the employee shall be given the opportunity to present new evidence or arguments.

## **4. Confidentiality**

All disciplinary and grievance proceedings shall be conducted confidentially, with information shared only on a need-to-know basis and in accordance with data protection regulations.

## **5. Review and Update**

This Disciplinary and Grievance Policy shall be reviewed periodically to ensure it remains accurate, relevant, and effective. Changes may be made to the policy as necessary to reflect changes in

legislation, industry best practices, or organizational needs.

### **Conclusion**

By providing clear procedures for addressing disciplinary issues and grievances, [Security Company Name] can promote a fair and respectful workplace environment where employees feel valued, supported, and empowered to raise concerns and resolve disputes effectively.

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