

Disciplinary Policy

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MORE.COM

1. Introduction

The present policy supplements the More.com's Employee Handbook (hereinafter the "Company") and other supplementary policies setting out professional conduct rules for More.com employees, as applicable in each country where the Company is active, providing the main objectives and principles of the company's disciplinary processes.

The provisions of the present Policy apply without prejudice to local labor law provisions and the Employee Handbook.

2. Policy Statement

- 2.1** This policy has been designed to help and encourage all employees and Managers in achieving and maintaining satisfactory standards of conduct and job performance, while at the same time ensuring consistent and fair treatment for all employees. The policy covers ALL employees of the company who have passed their probationary period.
- 2.2** This policy is non-contractual and sets out the process that More.com will normally follow although the company reserves the right, at its discretion, to vary, replace or terminate the disciplinary process at any stage. In all cases, the company will take all steps possible to ensure that disciplinary action is both fair and reasonable.
- 2.3** This Policy does not apply to redundancy dismissals or the non-renewal of fixed term contracts on their expiry.

3. Responsibility

- 3.1** All Line Managers are responsible for ensuring that they have read and fully understood the contents of this policy. If a Line Manager has any questions with regards to any aspect of this policy, they should raise them with their Line Manager or the HR Department of the company as soon as possible.
- 3.2** Line Managers should ensure that they are fully committed to all aspects of the Disciplinary Policy and that they seek the support and guidance of the HR Department in all matters pertaining to disciplinary issues. Line Managers must also ensure that ALL disciplinary related correspondence is administered by the HR Department and that they do not take it upon themselves to draft or issue any disciplinary related correspondence to employees or issue any form of warning (including verbal warnings) without the prior approval of the HR Department.
- 3.3** All employees must be fully committed to the disciplinary process.
- 3.4** The HR Department is responsible for the training of all Managers on the Disciplinary Policy and accompanying processes (where applicable). Such training will normally be delivered to new Managers in a timely fashion and at the latest before they are involved in any disciplinary related issue. The HR Department is responsible for ensuring that all relevant disciplinary correspondence is drafted and sent in accordance with the timescales prescribed within this

policy. The HR Department is also responsible for ensuring that any changes to this policy are communicated to all relevant parties in a timely fashion.

- 3.5** For the avoidance of doubt, the role of the HR Department in the disciplinary process will remain impartial to both the employee, their Line Management, and the Manager conducting the disciplinary meeting, and they will provide advice and guidance (to all parties) where necessary on the correct application of this policy and associated procedures. A representative of the HR department will be present in all disciplinary meetings in a note taking capacity, and although they will be able to offer procedural guidance to all parties, the disciplinary decision will be solely that of the Manager carrying out the disciplinary process (subject to the appropriate authorization).
- 3.6** The HR Department is responsible for ensuring that all disciplinary issues are communicated to the CEO of the company on a monthly basis, and if they have any concerns over how a Manager has handled a disciplinary matter, they should escalate such concerns without delay.
- 3.7** Personal data processed according to this Policy will remain confidential between the parties involved.

4. The Disciplinary Process – Line Manager Responsibilities

- 4.1** It is the on-going responsibility of Line Managers to pro-actively identify failings in performance, behavior or conduct of their employees.
- 4.2** In instances of poor performance, Line Managers should ideally first address their concerns with the employee as part of an informal or semi-formal one-to-one discussion or a coaching session. To this effect, Line Managers are expected to use the HiBob platform, which is part of the Quarterly Performance Evaluation Cycles, ensuring that both parties are fully aware of the issue(s) and what is expected of them. For clarification, no HR involvement is required at the informal management stage or in coaching sessions utilizing the HiBob platform as part of the performance evaluation cycles. The written records of the Performance Evaluation Cycle in HRMS may be used as the evidence for any subsequent disciplinary action.
- 4.3** It is the Line Managers' responsibility to manage and develop the performance of their employees, so it is expected that in most cases, poor performance can be identified early on and be remedied through additional support and training. With regards to matters pertaining to capability, it may be appropriate to place the employee on a performance improvement plan (Action Plan) as an alternative to disciplinary action.
- 4.4** It should be remembered that continued support is usually a more effective motivational tool than discipline. Line Managers should also bear in mind that the frequency of departmental disciplinary sanctions does not reflect positively on their own ability to manage their team and/or address issues as and when they become apparent.

5. Differentiating Between Types of Misconduct

5.1 Identification of misconduct

For the purposes of this policy, misconduct is any behavior in breach of the company's following policies:

- a) Employee Handbook,
- b) Equality, Diversity and Anti-Harassment Policy,
- c) Code of Ethics and Conduct,
- d) Conflict of Interests Policy (and Related Parties Transactions Policy for all in-scope persons),
- e) Anti-Bribery and Anti-Corruption Policy
- f) Information Security Policy
- g) Data Protection Policy

Further to the above policies, the company reserves the right to adopt additional rules regarding employees' conduct in conformity with the applicable legal and regulatory framework in involvement in serious operational risk loss events or unwanted exposures (indicatively greater than 200,00 € potential loss). Breaches of any such rules, either intentional and/or due to gross negligence on the employee's part, are also considered misconduct under the present policy, if they have been made known to the employee in an appropriate manner.

In this context, the below behaviors are in breach of the company's aforementioned policies and are considered examples of misconduct:

1. Any type of unprofessional conduct on company or client premises
2. Poor housekeeping
3. Minor breaches of company policies, procedures and processes (for example failure to correctly use approved company systems)
4. Careless or negligent workmanship
5. Minor breaches of statutory duty or regulatory requirements
6. Failure to report work, call in, or reporting for work after the scheduled start time
7. The use of offensive language in the workplace
8. Poor timekeeping or attendance
9. Smoking in non-designated smoking areas
10. Failure to improve upon areas identified in previous 'one-to-one' conversations or coaching sessions
11. Minor breaches of the employees' contractual obligations
12. Any behavior that damages the reputation of the company or its clients or brings the company or its clients into disrepute
13. Undisclosed conflict of interest situation
14. Any transactional activity giving rise to indications of misconduct
15. Any other conduct of a similar nature or character to those above

5.2 Identification of seriousness of misconduct

If a Line Manager becomes aware of an issue which they believe may warrant disciplinary action, they should first determine the significance of the issue before proceeding. In that regard, the

Line Manager should liaise with the HR Department and, if necessary (in accordance with the company's policies mentioned above under 5.1) the Legal Function.

In this context, the below behaviors are considered examples of gross misconduct:

- Disclosure of confidential company information (or personal information where applicable) to persons outside the company or employees who do not need to know such information for the purposes of their work
- Reproduction, distribution or any form of use of company's information, documentation, material, equipment that is performed in breach of the intellectual property of the brands owned by or represented by the company
- Unauthorised solicitation or distribution of inappropriate, offensive or illegal literature to employees while on duty or on company premises or posting unauthorised printed matter or altering posted company information
- Serious breaches to company policies, processes and procedures
- Refusing to follow specific management instructions, providing that such instructions are legal, safe, and do not conflict with Company Policy
- Falsification of company expenses forms, employment applications forms, or any other company documentation
- Fighting, violent or threatening behavior or the use of offensive language in a violent or threatening manner in the workplace
- All kinds of discrimination or harassment, such as verbal or physical disrespect of a person because of his/her origin, religion, sexual orientation, special condition or otherwise, as well as abuse of power
- Possession of firearms or weapons on company or client premises
- Theft, fraud or any form of dishonesty
- Receipt, use, display or transmission of any unsavory or pornographic material during company time, or with the use of company or customer property (i.e., the internet)
- Gross negligence
- Offensive behavior or any other type of extremely poor customer service
- Deliberate damage or misuse of company or client property, equipment, ICT system, software application and / or compromise of the integrity of company or client information
- Serious breaches to the employee's contractual obligations
- Any form of malicious intent resulting to financial damage of the Company, its partners or its workforce and/or reputational damage
- Any behavior that seriously damages the reputation of the company or its clients, or brings the company or its clients into serious disrepute
- Undisclosed personal or Professional relationship with a person or company co-operating with More.com
- Utilization of personal accounts for accumulation of third persons funds for investment or other purposes
- Any other conduct of a similar nature or character to those above

As stated above, this list is non-exhaustive. If there is any uncertainty over the classification of the misconduct in question, further guidance can be sought from the HR Department.

6. Procedure for Formal Disciplinary Action

6.1 More.com

6.1.1 If a Line Manager becomes aware of any misconduct that they believe could warrant formal disciplinary action, they must first ensure that an investigation has been carried out into the alleged misconduct. A formal complaint is not necessary to instigate an investigation – the company has a duty of care to all its employees and clients, and as such an employee’s Line Management reserve the right to commence the investigation process if they have reason to believe (through whatever source) that an employee may be guilty of any form of misconduct.

6.1.2 The findings of the investigation must be fully documented, and this documentation will form the basis for any subsequent disciplinary action. Disciplinary action will not normally be possible without appropriate evidence. Examples of suitable investigation methods could be as follows;

Example of misconduct/gross misconduct	Examples of investigation methods
Poor timekeeping	- System log-on report - Door entry pass usage report - CCTV footage
Refusal to follow specific instructions of a Line Manager	- Copies of email/text message conversations between employee and Line Manager - Written statement from Line Manager
Poor customer service	- Written statements from customer - Phone recording of conversation(s)
Deliberate damage to company property	- Photographic evidence - CCTV footage - Witness statements
<ul style="list-style-type: none"> • Fighting, violent or threatening behavior • All kinds of discrimination or harassment, such as verbal or physical disrespect of a person because of his/her origin, religion, sexual orientation, special condition or otherwise, as well as abuse of power 	- Written statement from alleged victim(s) to the Line Manager - Written statement(s) from other employees and witnesses to the alleged victim’s Line Manager - CCTV footage

6.1.3 In more complex disciplinary cases, it may be necessary to take a statement from the employee who is alleged to have committed the misconduct. In such circumstances, the employee will be invited to attend an investigation meeting. Depending upon the circumstances, they may or may not be provided with advance

notice of this meeting and may or may not be provided with the evidence gathered to-date. Subsequent to any such investigation meeting(s), any statements given will form part of the evidence pertaining to the subsequent disciplinary action.

- 6.1.4 Once all available evidence has been gathered, the investigator should present their findings to the HR Department who will be responsible for drafting the appropriate disciplinary invitation correspondence if necessary and appropriate.

6.2 Segregation of Duties during the Disciplinary Process, Nomination of the Manager Responsible for carrying out the Meeting and case reference to the Disciplinary Committee as required.

- 6.2.1 It may, in some scenarios, be deemed appropriate for the disciplinary meeting to be conducted by a manager who has not been involved in the investigation gathering process. This could be the case when the Line Manager's impartiality has been compromised in some way or a conflict of interest has been identified and is to eliminate the risk of employees claiming they have been unfairly treated, harassed, or victimized by the individual administering the disciplinary process.
- 6.2.2 In such cases, the HR Department will be responsible for allocating an appropriate Manager to conduct the disciplinary meeting and ensure that they are provided with all relevant evidence. Subsequent to the disciplinary meeting, the Line Manager who collated the evidence should not attempt to exert any influence over the individual who has held the disciplinary meeting and is responsible for making the disciplinary decision.
- 6.2.3 In such cases, it is not normally appropriate for the person who has carried out the investigation to be the Line Manager of the individual carrying out the meeting. This is as it could be assumed (rightly or wrongly) that the evidence gatherer is able to exert inappropriate influence over the individual carrying out the disciplinary meeting and making the disciplinary decision.

6.3 Invitation to Attend a Disciplinary Meeting

- 6.3.1 Providing that the misconduct issues are not to be dealt informally, the HR Department will draft a message (via MS Teams chat or other suitable form of communication if required by the local regulatory framework) to the employee, inviting them to attend a disciplinary meeting. In instances of misconduct, the HR Department will endeavor to ensure that any such correspondence is prepared and issued within 3 working days. In cases of alleged gross misconduct, the relevant correspondence will normally be prepared within 1 working day.
- 6.3.2 The invitation letter will give the employee a minimum of 24 hours' notice of the intended meeting - except for the cases of gross misconduct in which the meeting shall be taken place immediately - and will include the following:

- The specific nature of the alleged misconduct/gross misconduct
- Reference to the appropriate section of the disciplinary policy defining types of misconduct/gross misconduct
- The date, time and venue of the proposed disciplinary meeting
- The name(s) of the individual(s) who will be carrying out/in attendance at the meeting
- Details of the employees right to re-arrange the meeting; *
- All associated evidence relating to the alleged misconduct/gross-misconduct**

* The employee has the right to request that the meeting be re-arranged to in a different time and/or different location. Providing that such a request is 'reasonable' the company will make every effort to accommodate such a request. If, however, an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause, the meeting may be proceeded, and a decision will be taken in their absence based on the evidence available.

** Irrelevant of the form of the evidence, it should be provided in full to the employee no less than 24 hours before the meeting. Failure to provide such evidence to the employee, could mean that it cannot be used as part of the disciplinary meeting. Similarly, if further evidence comes to light, it should not be used unless it is presented to the employee no less than 24 hours before any such meeting. In the instance of additional evidence coming to light after the initial invitation, the meeting should be rearranged, and appropriate notice of the rearranged date and time (along with all additional evidence) will be issued to the employee.

6.4 Suspension Prior to Disciplinary Meeting

- 6.4.1 If the alleged misconduct means that there is a potential risk that the employee could present a danger to themselves, the business, the clients or other employees, it may be deemed appropriate to suspend them with immediate effect pending the disciplinary investigation, the meeting, and its outcome. This would most likely be the case if the allegations involved violent or threatening behavior, discrimination or harassment, damage to company property, theft or fraud. The decision to suspend an employee will be at the discretion of the employee's Line Management and HR.
- 6.4.2 If it is decided that suspension is necessary, any such period of suspension will be on full pay.

6.5 At the Disciplinary Meeting

- 6.5.1 As detailed above, the meeting will be led by an appropriate member of management and attended by a member of the HR Department, in a note taking capacity.
- 6.5.2 At the meeting, the following items should be explained to the employee:

- The fact that the meeting has no pre-determined outcome
- The fact that the meeting is an opportunity for the employee to respond to the allegations and the evidence that has been presented to them
- Full details of the alleged misconduct along with details of the evidence that has been gathered
- The fact that any action to be taken as a result of the disciplinary meeting will be communicated to the employee in writing normally no sooner than 24 hours and no later than 48 hours after the conclusion of the meeting (although the company reserves to extend this time period if necessary)

6.5.3 During the meeting, the employee should be allowed to set out their case and respond to any allegations that have been made. The employee should be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They should also be given an opportunity to raise points about any information provided by witnesses.

6.5.4 Where either party intends to call relevant witnesses, they should give a prior notice to the other party (and the witness) that they intend to do this. Any intended witness has the right to refuse being a witness as part of the proceedings.

6.5.5 The Manager leading the meeting and the employee attending the meeting should be mindful of the fact that the disciplinary meeting is purely to address the allegations that have been made and the evidence that has been presented. Neither party should therefore bring any other factors into the meeting. For example, the manager should not mention any other performance or behavioral issues, even including the employee's behavior in the disciplinary meeting itself. Similarly, any comments made by the employee regarding other areas of good performance; whether they believe that other colleagues have been guilty of the same offense(s); or any other aspect of previous performance or behavior, are likely to be disregarded unless they are directly linked to the allegation in question. If an employee does behave inappropriately or aggressively during a disciplinary meeting, they may be subject to a further disciplinary meeting to address such behavior.

6.6 Other Issues Arising at the Meeting

6.6.1 In some cases, other issues may arise during a disciplinary meeting such as counter accusations about Line Managers and/or other employees, additional evidence, or in extreme cases grievances brought against the company. Where possible, all such items should be dealt with separately from the disciplinary process.

6.6.2 Both Line Managers and employees should remember that the purpose of the disciplinary meeting is to address the alleged disciplinary offence, and that it is not about the behavior of others but purely about the disciplinary issue(s) in question.

6.6.3 In certain cases, employees may believe that they have been unfairly treated by their Line Management or other employees. Such circumstances would not normally impact upon the disciplinary process itself, and employees should remember that they have the right to lodge a complaint or a formal grievance if necessary. Any such complaint or grievance would be dealt with in line with the Grievance Policy of the company and would not necessarily have a bearing on the outcome of the disciplinary process. However, if the grievance is about or involves the manager carrying out the disciplinary meeting then it may be appropriate for the meeting to be rearranged and heard by another manager.

6.7 Deciding on Appropriate Action

6.7.1 After the meeting has been concluded, the manager who has led the disciplinary meeting should take time to consider all available evidence and if necessary, seek the advice of the HR Department. They should then decide upon an appropriate course of action which must be fed back to the HR Department.

6.7.2 The investigative process coupled with what has been said during the meeting will normally lead to one of the following outcomes.

Verdict	Course of action
No case to answer/insufficient evidence	If it is decided that there is either no case to answer or that the evidence gathered is inconclusive, no further disciplinary action will be necessary. This will be communicated to the employee in writing in line with the timescales prescribed in section 5.9.1
Misconduct/Poor Performance	If it is concluded that the employee is guilty of misconduct, they will be issued with a 1st written warning detailing the findings of the disciplinary process. They will be advised that their conduct will be monitored during this period and if no improvement is made, they may be subject to further disciplinary action
Misconduct/Poor Performance (if an employee has an existing written warning)	If the employee has an existing 1st written warning on their personnel file (relating to misconduct of a similar nature) from the previous 6-month period, a final written warning may be issued.
Misconduct/Poor Performance (if an employee has a Final written warning)	If an employee has an existing final written warning on their personnel file (relating to misconduct of a similar nature) from the previous 12-month period, the employee may be issued with notification of dismissal. This dismissal will be with notice, will be carried out in line with the employee’s contractual rights and will be administered in full by the HR Department of the company.
Gross Misconduct	In cases of gross misconduct, the employee may be issued with notice of dismissal (without the need for any prior warnings). In such circumstances, the company

	<p>reserves the right to dismiss without notice or payment in lieu of notice.</p> <p>If the gross misconduct is not deemed serious enough to warrant dismissal, the decision may be made to issue the employee with a final written warning (without the need for any prior warnings), detailing in full the nature of the offense.</p> <p>In all cases where the penalty would otherwise be dismissal, the company may impose alternative disciplinary sanctions of suspension, demotion or transfer to another position, which may involve a temporary or permanent loss of a percentage of pay or benefits, in accordance with applicable labor law provisions. Any decision to impose alternative such as the ones listed above will normally require the agreement of the employee.</p>
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6.7.3 As mentioned above, for warnings to be consecutive (i.e., 1st and final), the warnings should relate to disciplinary issues of a similar nature. For example, warnings related to time-keeping offences would run consecutively, warnings relating to quality of work would run consecutively, etc. If an employee is on a final warning for timekeeping but commits an offense relating to quality of work, then the final written warning will not normally have any bearing on the outcome of the disciplinary relating to the quality of work. If the behavior of the employee activates the Company’s disciplinary process frequently, resulting e.g., in 5 written warnings within a 12-month period, this may constitute grounds for dismissal.

6.8 Authorization

- 6.8.1 Disciplinary meetings may be carried out by any member of management, who will be responsible for conducting the meeting (in accordance with this policy) and ultimately for making the disciplinary decision.
- 6.8.2 Although the Manager who leads the disciplinary meeting is ultimately responsible for making any disciplinary decision, dismissals will normally be sanctioned in advance by their Second Level Manager along with the HR Manager.
- 6.8.3 Where a case is reviewed by the Disciplinary Committee (consisting of a person from HR Department, Legal Department, Line Manager or other appropriate Manager and CEO if required in cases of gross misconduct) it is the Committee’s responsibility to make the final decision.

6.9 Communicating the Disciplinary Decision

6.9.1 All decisions resulting from a disciplinary meeting will normally be communicated to the employee no sooner than 24 hours and no later than 48 hours after the conclusion of the disciplinary meeting (although the company reserves the right to shorten or extend these timescales if necessary for whatever reason). This communication will be administered in full by the HR Department of the company.

6.9.2 The written communication will include the following.

- Confirmation of the misconduct/gross-misconduct that the employee has been found guilty of
- Confirmation that the employee has been found guilty of either misconduct or gross misconduct
- Confirmation of the disciplinary outcome (i.e., a first written warning)
- Confirmation of the time period that the warning will be retained on the employee’s personnel file
- Reference to the appropriate part of the disciplinary policy defining types of misconduct/gross misconduct that the employee has been found guilty of
- Details of the company’s expectations with regards to future conduct
- Confirmation that future examples of such misconduct may lead to further disciplinary action
- Details of the employees right to appeal including the relevant appeal timescales

Any evidence of misconduct used as part of or produced by the investigation will not be included in the written communication by default. Evidence data or material, if requested, can be provided in separate, after necessary due diligence on its content, under all the below conditions:

- A. they are required by authenticated legal proceedings,
- B. that the disclosed information provides the absolute necessary evidence and
- C. the data/material provided does not come in breach of the confidentiality of sensitive information or leads to noncompliance against the company’s Information Security Policy and Data Protection Governance model.

7. Warning Retention Timescales

7.1 A disciplinary warning will normally be retained on an employee’s personnel file indefinitely but will normally only be used for disciplinary purposes for the following time periods;

Warning Type	Period during which it may be used for consecutive warnings
First Written Warning	6 months
Final Written Warning	12 months

7.2 For the purposes of the above timescales, the ‘date of inclusion in an employee’s personnel file’ is the date when the communication was sent to the employee and not when they received it or when the disciplinary offence occurred.

8. The Right to Appeal & the Appeals Process

- 8.1** All employees who receive a disciplinary warning of any description or who are dismissed (at whatever stage of their employment) will normally be given the right of appeal, and this will be clearly stipulated in the disciplinary outcome letter.
- 8.2** Where an employee feels that the disciplinary decision is wrong or unjust, they have the right to appeal the decision. Appeals should be made in writing to the point of appeal (as detailed in the disciplinary outcome letter). Appeals should normally be received within ten days of the date of the decision, and the deadline for receiving such appeals will be confirmed in the disciplinary outcome letter. After the expiration of the appeal period, there is no further right of appeal.
- 8.3** Subsequent to the receipt of a written appeal, the HR Department will normally arrange for the appeal to be heard. The appeal meeting will be led by an appropriate member of the management (the Point of Appeal) who has not been involved in the disciplinary process to date, including the information gathering stage or conducting the meeting.
- 8.4** The purpose of the appeal meeting is for the Point of Appeal to hear the employee's appeal in full. During the meeting, the Point of Appeal should ask any questions as required in order to gain a fuller understanding of the circumstances surrounding the disciplinary decision but will not comment directly on whether they believe the disciplinary process has been handled incorrectly or unfairly. A representative of the HR Department will attend all appeal meetings in the capacity of note taker.
- 8.5** After the conclusion of the appeal meeting, the Point of Appeal will take the information away and if necessary, carry out a full and impartial investigation into the circumstances surrounding the disciplinary process and decision. They will then communicate their findings to the employee in writing. This written communication will normally either
- Uphold the disciplinary action taken against the employee
 - Change the disciplinary action taken against the employee
 - Overturn the disciplinary action taken against the employee
- 8.6** The appeal outcome is final, and the employee has no further right of review.

9. Special Cases

- 9.1** Threats to Impartiality – Where the impartiality and/or objectivity of a proposed party to disciplinary proceedings could be compromised, the HR Manager reserves the right to remove an individual from such proceedings irrelevant of their position within the organization. This is most likely to be the case where a manager has an overly close personal relationship with the employee who is subject of the disciplinary process (through family ties or any other kind of relationship, perceived or actual).

- 9.2** The decision to omit an individual from disciplinary proceedings for this reason will be made entirely at the discretion of the HR Manager. Similarly, if the impartiality and/or objectivity of a member of the HR Department could be compromised for any reason, every effort will be made to omit them from the disciplinary proceedings.
- 9.3** If the Employee is Absent Without Leave/Failure to Attend a Disciplinary Meeting – If an employee who has allegedly committed a disciplinary offence is subsequently absent from work without permission and cannot be contacted, the normal evidence gathering stage should be completed and if appropriate the employee would then be formally invited to attend a disciplinary meeting in the normal fashion. If the employee fails to make contact or attend a disciplinary meeting (irrelevant of whether or not they are absent from work), a further letter will normally be sent inviting the employee to attend a re-arranged meeting. If no contact is made by the employee or no request is made to rearrange the meeting, and if the employee fails to attend this meeting, the disciplinary meeting will normally go ahead in their absence and a disciplinary decision will be made based on the available evidence. The outcome of the disciplinary meeting will be communicated to the employee in writing in line with the normal timescales.
- 9.4** If an employee has been declared ‘not fit to work’ by a registered GP or health professional, and they have followed the correct process for notifying their Line Manager of their absence and are unable to attend the disciplinary meeting due to their sickness, it would be reasonable to await their return to work before conducting the disciplinary meeting.
- 9.5** If an Employee is Charged with or Convicted of a Criminal Offence – If an employee is charged with or convicted of a criminal offence, this may not in itself be reason for disciplinary action (unless it is for a crime that places the company or its reputation at risk). However, consideration should be given as to what effect the charge or conviction has upon the employee’s ability and suitability to carry out their role and to their relationship with their employer, colleagues, and clients. Any such scenario should be referred immediately to the HR Department and/or Senior Management of the company for further consideration.

10. Short-Service Employees

- 10.1** For cases involving Short-service employees (employee with less than 1 year service) – the company may, at its sole discretion, choose to dispense with a normal disciplinary process and move straight to summary dismissal without going through any of the steps detailed in this document. However, this will only be done in extreme circumstances and will normally be reserved for cases where the company does not feel that disciplinary action is likely to achieve a positive outcome and/or where there has been an irreparable deterioration or breach in the relationships between the employee and the company (i.e., where although there may not be specific examples of misconduct or gross misconduct the employees continued employment has become untenable).
- 10.2** Any decision to summarily dismiss an employee without following the normal processes will only be made with prior approval from an appropriate member of Senior Management and the HR Department. In the absence of a formal disciplinary process, the employee will always be

dismissed with their full contractual notice. As with all dismissals, the employee will normally be given the right of appeal.