

**W WRIGHT ELECTRICAL LTD TRADING AS**  
**W WRIGHT ELECTRICAL AND MECHANICAL**

**COMPANY POLICY**

**DISCIPLINARY CODE AND REDUNDANCY PROCEDURE**

1) **GENERAL**

The following procedures are designed to conform to the requirements of the law, Trade Union Agreements and to ensure fair treatment to employees who become liable to disciplinary action because of failure to meet company standards with regard to conduct, attendance or job performance.

2) **LEVELS OF AUTHORITY**

a) **Chargehands, Technicians, Supervisors and Contracts Engineers.**

These people have the authority to warn employees in their section or to recommend further action by the responsible manager. They do not have the authority to dismiss or suspend. However, in the case of an offence liable to summary dismissal (see details below) occurring when no Director is available, Senior Supervisors or Contracts Engineers have the authority to suspend the employee concerned until such time as the matter can be dealt with by a Director.

b) **Directors**

Directors have the authority to dismiss or suspend hourly paid or salaried employees. Such authority is subject to the Disciplinary Code here described and all current Union Agreements applying. Where there is no Union objective to the suspension or dismissal, the matter should be taken through the normal disputes procedure which would consist of:

- i) An investigation by the Shop Union Representative and Company Management
- ii) Failing agreement at that level the JIB disputes machinery should be used in the case of JIB operatives or the EESA agreement in respect of salaried employees.

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3) **DISMISSAL**

- a) Where warnings have failed to produce the required improvements for which warned, dismissal will take place.
- b) After what the management decide is suitable training, failure to implement the quality policy through its operating procedures as laid out in the Q A Manuals issued will result in dismissal.
- c) The following actions could lead to the employee being dismissed without notice or payment in lieu of notice whilst employed on Company business:-
  - i) Acting in such a manner as to prejudice the safety of the individual or any other persons whether in the employment of the company or not
  - ii) Contravening Health & Safety regulations relating to the premises at which work is carried out, as laid down by the client or occupier of the premises. Including the wearing of safety and protective clothing.
  - iii) Attempting bodily injury to another, or conduct which violates the common decency or morality of the community.
  - iv) Stealing, including falsification of returns, or malicious mischief resulting in damage to, or of the company.
  - v) Sleeping in working hours.
  - vi) Introducing, possessing or using intoxicating liquors or non-medically prescribed drugs without the managements express permission.
  - vii) Knowingly making false statements when accidents are being investigated.
  - viii) If the Contract of Employment is repudiated, for example by the wilful refusal to comply with a properly authorised instruction.
  - ix) Verbal abuse or insolent behaviour of their legal representatives.
  - x) Deliberate falsification of information on time sheets or clock cards.
  - xi) Carrying our work of an electrical nature in spare time for gain other than in property owned or rented by the employee.
  - xii) Using for private purposes the Company's vehicles without prior consent of the Employer.

In these cases, pay is for work done and no notice is applicable as it is considered that the employee has committed an offence so serious as to constitute a breach in his contract of employment. Before summarily dismissing an employee, the Director concerned must satisfy himself that there is no reasonable doubt about the fault of the individual concerned.

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4) **SMOKING POLICY**

Smoking is not permitted on any company premises including site cabins or in any company vehicle **at any time.**

Smoking is prohibited where warning notices are displayed on clients premises or sites.

It will be the policy of this company that all future employees will be non-smokers.

5) **TELEPHONE POLICY**

ALL employees are not allowed to use the Company telephones for private use, except in the case of an emergency, or with the permission of a Director. Employees own mobile phones can only be used during official break times, except in the case of an emergency.

6) **DISCIPLINARY CODE**

In all normal cases of discipline, the following procedure should be complied with:-

i) Informal Warning

The normal action in the first instance of a failure to meet standards, is an informal warning from the Supervisor, Charge-hand, Technician or Contracts Engineer. If there is a job/shop representative on the site he should also be present.

ii) Formal Warning

A repetition of a similar failure to meet standards will justify a formal warning from the director who shall record in writing a brief account of the incident and the action to which the employee will be liable for a subsequent failure to reach certain standards. A copy of this statement of a letter giving a formal warning should be given to the employee. A reliable witness should be present at the interview. If there is a job/shop representative on the site he should also be present.

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iii) Further Disciplinary Action

An employee may be dismissed if, despite adequate warning, he still fails to reach the prescribed standards. In these cases, notice as required by the contract of employment will be given, or at the sole discretion of the company, payment in lieu of notice.

iv) Right of Objection

In the case of suspension or dismissal, the employee has the right of a hearing with his Directors. If so requested, the Director concerned should arrange such a meeting as soon as possible, after the suspension or dismissal, and whenever possible, the objection should be heard within 24 hours. Where an objection to disciplinary action is supported by the individuals Trade Union, the case should be taken through the appropriate procedure for the avoidance of disputes.

6) **REDUNDANCY PROCEDURES**

Redundancies will be handled in a fair and equitable manner, however, the Company reserve the right to implement such measures as are necessary to safeguard its longer term interests in respect of its efficient execution of work in hand and profitability of current and future contracts. Candidates for redundancy however, will generally be selected on the basis of the completion of the work or project assigned to the operative in question. Policies and procedures adopted and implemented will conform to current Employment Legislation.

Please return this sheet signed to Sandra Wright

I do hereby declare that I have received the W Wright Electrical & Mechanical  
Disciplinary Rules and Procedures and that I have read and understood them.

Signed .....

Date .....