



APOLLO RECRUIT

Disciplinary Procedure Policy **Apollo Recruitment Solutions Ltd**

1. Introduction

Apollo Recruitment Solutions Ltd ("the Company") is committed to maintaining a fair, consistent, and transparent approach to disciplinary matters. This policy sets out the process for managing disciplinary issues in the workplace to ensure that employees understand the standards of conduct expected and the consequences of failing to meet them.

2. Purpose

The purpose of this policy is to:

- Ensure fair and consistent handling of disciplinary matters.
- Promote adherence to Company rules, policies, and employment laws.
- Provide employees with the opportunity to respond to allegations before any disciplinary action is taken.

3. Scope

This policy applies to all employees of Apollo Recruitment Solutions Ltd and covers issues related to conduct, performance, and workplace behaviour.

4. Disciplinary Process

4.1 Informal Stage

- Minor misconduct or performance issues may be addressed informally through discussions with a line manager.
- If appropriate, a verbal warning may be given, and expectations for improvement will be communicated.

4.2 Formal Disciplinary Procedure

If an issue is serious or persists after an informal warning, the following steps will be taken:

Step 1: Investigation

- A fair and thorough investigation will be conducted to establish the facts.
- The employee will be informed of the allegations and given an opportunity to provide their version of events.
- If necessary, the employee may be suspended on full pay while the investigation is conducted.

Step 2: Disciplinary Hearing

- If the investigation indicates a disciplinary hearing is required, the employee will be invited in writing.
- The letter will outline the allegations, potential outcomes, and the right to be accompanied by a colleague or trade union representative.
- The hearing panel (usually a senior manager or HR representative) will listen to all evidence before making a decision.

Step 3: Disciplinary Action

Based on the findings, one of the following outcomes may apply:

1. **No Action:** If no wrongdoing is found, no action will be taken.
2. **Verbal Warning:** For minor misconduct, a verbal warning will be issued.
3. **Written Warning:** If misconduct is more serious, a written warning will be given and kept on record for 6-12 months.
4. **Final Written Warning:** For repeated misconduct or serious breaches, a final warning will be issued, remaining on record for 12-24 months.
5. **Dismissal:** If the misconduct is gross misconduct or if previous warnings have not been heeded, the employee may be dismissed with or without notice, depending on the severity of the breach.

5. Gross Misconduct

Examples of gross misconduct that may result in immediate dismissal without notice include:

- Theft, fraud, or dishonesty.
- Violent or threatening behaviour.
- Harassment or discrimination.
- Serious breaches of health and safety regulations.
- Intoxication at work (due to drugs or alcohol).
- Unauthorised disclosure of confidential information.
- Wilful damage to Company property.

6. Right to Appeal

Employees have the right to appeal against any formal disciplinary action. The appeal process is as follows:

- Appeals must be submitted in writing within **5 working days** of receiving the disciplinary decision.
- The appeal should state the reasons and provide any new evidence.
- A different senior manager or director will review the appeal.
- A final decision will be communicated in writing within **10 working days** of the appeal hearing.

7. Confidentiality

- All disciplinary proceedings will be handled confidentially.
- Information will only be shared with those directly involved in the process.

8. Policy Review

This policy will be reviewed annually to ensure it remains compliant with UK employment laws and best practices.

9. Policy Approval

This Disciplinary Procedure Policy is approved by the Directors of Apollo Recruitment Solutions Ltd and is effective from the date of publication.