

Disciplinary Policy & Procedure

Owner: HR Advisor | Directors

Approved by: Managing Director

Effective date: 23/12/2025

Review Cycle: Annual

1. Purpose

To address conduct and performance issues fairly, consistently, and in line with the ACAS Code of Practice on Disciplinary and Grievance Procedures.

2. Principles

LLUK will:

- Investigate concerns before taking action
- Act consistently and without discrimination
- Inform employees of concerns in writing
- Allow the right to representation
- Provide the right of appeal

No disciplinary action will be taken without a reasonable investigation.

3. Informal Management

Where appropriate, issues will first be addressed through:

- Coaching
- Guidance
- Informal discussion

This stage does not form part of the formal disciplinary record.

4. Formal Procedure

Stage 1 - Investigation

- Fact-finding investigation conducted.
- Employee may be suspended on full pay if necessary.
- Suspension is not a disciplinary sanction.

Stage 2 - Disciplinary Hearing

- Written invitation provided.
- Details of allegations and evidence shared.
- Employee has the right to be accompanied.

Stage 3 - Outcome

Possible outcomes:

1. First written warning
2. Final written warning
3. Dismissal

The decision will be confirmed in writing.

5. Right of Appeal

Employees may appeal in writing within 5 working days of the decision.

- Appeal heard by a different manager where possible.
- Decision confirmed in writing.

6. Gross Misconduct (examples)

May result in summary dismissal:

- Violence, threats, or abuse
- Serious health & safety breach
- Theft or fraud
- Harassment or discrimination
- Serious data breach
- Deliberate damage to company property

This list is not exhaustive.

7. Representation

Employees may be accompanied by:

- A work colleague, or
- A trade union representative

8. Records & Retention

Warnings will normally remain active for:

- First written warning: 6 months
- Final written warning: 12 months

After this period, warnings will normally be disregarded for disciplinary purposes.