



## Employee Conduct and Disciplinary Policy

### Policy Statement

Johnston Vulcanising and Services Ltd. is committed to maintaining a professional, respectful, and safe working environment. This policy defines acceptable behavior and outlines the disciplinary procedures for addressing violations. It complies with UK employment law, including the Employment Rights Act 1996 and the ACAS Code of Practice on Disciplinary and Grievance Procedures.

### Scope

This policy applies to all employees and contractors of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, sites, and offices in the UK.

### Responsibilities

- **Senior Management:** Ensure overall compliance with this policy, provide necessary resources for implementation, and foster a culture of professionalism and respect.
- **Human Resources (HR) Officer:** Oversee the implementation and monitoring of this policy, handle disciplinary procedures, and provide training and guidance.
- **Managers and Supervisors:** Ensure staff follow the conduct guidelines, address any issues promptly, and report any concerns or incidents to HR.
- **All Employees and Contractors:** Comply with conduct guidelines, report any issues, and participate in relevant training and awareness programs.

### Procedures

#### 1. Acceptable Behaviour

- Employees and contractors are expected to:
  - Treat colleagues, clients, and stakeholders with respect and courtesy.
  - Adhere to all company policies and procedures.
  - Maintain a professional demeanor and appearance.
  - Perform duties to the best of their abilities and in a safe manner.
  - Report any unethical, illegal, or unsafe behavior.
  - Protect company property and use it responsibly.

#### 2. Unacceptable Behaviour

- Unacceptable behavior includes, but is not limited to:
  - Discrimination, harassment, or bullying.
  - Theft, fraud, or dishonesty.
  - Violence or threatening behavior.
  - Gross negligence or breach of health and safety regulations.
  - Substance abuse at work.
  - Unauthorized absence or persistent lateness.
  - Breach of confidentiality or misuse of company information.

#### 3. Disciplinary Procedures



- **Informal Resolution:** Minor issues may be resolved informally through a discussion between the employee and their manager. The aim is to provide feedback and agree on improvements.
  - **Formal Procedure:** For more serious issues or if informal resolution is ineffective:
    - **Investigation:** An investigation will be conducted to gather facts. The employee will be informed of the investigation and may be suspended with pay if necessary.
    - **Hearing:** If the investigation finds grounds for disciplinary action, the employee will be invited to a disciplinary hearing. They will receive written notice of the hearing, including details of the allegations, evidence, and their right to be accompanied by a colleague or trade union representative.
    - **Decision:** After the hearing, a decision will be made and communicated to the employee in writing. Possible outcomes include:
      - **No Action:** If allegations are unsubstantiated.
      - **Verbal Warning:** For minor infractions, recorded on the employee's file.
      - **Written Warning:** For more serious infractions or repeated minor infractions, stating the improvement required and the consequences of further violations.
      - **Final Written Warning:** For serious infractions or if there is no improvement after a written warning, stating that further violations may lead to dismissal.
      - **Dismissal:** For gross misconduct or repeated serious infractions, termination of employment with immediate effect.
4. **Appeals**
- Employees have the right to appeal disciplinary decisions. Appeals must be submitted in writing within five working days of receiving the decision.
  - An appeal hearing will be conducted by a senior manager not involved in the original decision. The employee will be informed of the outcome in writing.
5. **Training and Awareness**
- Provide training for all employees and contractors on acceptable behavior and the consequences of misconduct.
  - Include conduct and disciplinary policy training as part of the induction process for new employees.
  - Conduct regular refresher training and update employees on any changes to the policy.
6. **Monitoring and Review**
- Monitor compliance with this policy through regular inspections and audits.
  - Review and update the conduct and disciplinary policy and procedures as necessary to reflect changes in legislation, industry standards, and company operations.
  - Incorporate feedback from employees, disciplinary cases, and audits into policy updates.

## Commitment



Johnston Vulcanising and Services Ltd. is dedicated to ensuring a professional, respectful, and safe working environment. We expect all personnel to adhere to this policy and report any concerns promptly.

### **Contact**

For any questions or concerns about this policy, please contact Aaron Johnston by email at [Aaron@jvsuk.co.uk](mailto:Aaron@jvsuk.co.uk) or call 07495 376466.

Signed: A Johnston  
Date: 21/05/2025

A handwritten signature in black ink, appearing to be 'A Johnston', written in a cursive style.