

Jackie Towell

From: Jackie Towell
Sent: 26 October 2017 13:28
To: 'Gareth Owen (gareth.owen@premiergroup.org.uk)'
Subject: for our discussion
Attachments: 2. 131023 Disciplinary Hearing Invitation.docx; 150501 Employee Handbook.pdf; 2.1 1151026 Disciplinary Meetings_Hearings.doc; 3. 151026 Instant Dismissal.docx; 3. 151026 Formal Sanction Letter.docx

Hi Gareth, for our discussion, see attached;

1. Disciplinary template letter
2. Employee Handbook to send with the letter
3. Tips on process
4. Instant Dismissal Letter
5. Formal sanction letter

With regard to Gross misconduct our handbook states the following which may be relevant in this case to Gross Misconduct

Gross Misconduct

Gross misconduct is conduct of such a nature that it fundamentally breaches the contract of employment; it justifies dismissal without previous warnings and without notice. The following list provides examples of offences which are normally regarded as gross misconduct but is not exhaustive:

- Acts of dishonesty towards the employer or any other person, whether in the course of this employment or not, if it could be deemed that the conduct has had an adverse impact on the employer's business
- Theft.
- Wilfully refusing to follow the lawful and reasonable instruction of a Manager.

Talk to you shortly

Jackie