

Jackie Towell

From: Steve Phillips
Sent: 15 August 2019 11:40
To: Jackie Towell
Subject: RE: Ben Lorey

Hi Jackie,

Thanks for the information, I have now discussed this with Ben and reiterated the company policies regarding the use of company vehicles and has assured me that he will speak to a line manager before any other out of hour usage.

Regards,

Steve Phillips
Senior Contracts Manager
The Premier Group Construction Division
e: steve.phillips@premiergroup.org.uk



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From: Jackie Towell
Sent: 13 August 2019 3:17 PM
To: Steve Phillips <Steve.Phillips@premiergroup.org.uk>
Subject: Ben Lorey

Hi Steve, to confirm our discussion from yesterday, with regard to the use of a company vehicle for private use without gaining company permission.

As we discussed, on this occasion and as Ben may not have fully understood that vans are not to be used for personal journeys, please talk to him informally and explain that all private use must be pre-agreed with a Contracts

Manager. Regrettably, any reoccurrence of this may lead to formal action in line with the company Discipline and Grievance Policy and Procedure.

Regards
Jackie

Jackie Towell
Group HR Manager
The Premier Group Construction Division
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