

Danny Sullivan Group

DSG Disciplinary Policy & Procedures



DANNY SULLIVAN
GROUP

Helen Taylor HR Director

- Good procedures enable us to deal with disciplinary and grievance issues consistently and fairly
- We listen first, investigate thoroughly, and ensure every employee feels heard
- We promote a fair, consistent, and compliant process



**DANNY SULLIVAN
GROUP**



DSG Disciplinary Policy & Procedures

Promoting a promote a fair, consistent and compliant process



Objectives

- Policy scope
- Key principles
- Misconduct examples
- Disciplinary stages,
- Appeal processes.



Our Commitment

- Concerns handled fairly and promptly
- Issues treated with seriousness and respect
- Encouragement of constructive dialogue
- Support available from HR



Our Policy Scope

Our full 'Disciplinary Policy & Procedures' are available for view within our Employee Handbook

Our Grievance Procedure policy applies to employees of:

- Danny Sullivan Group Limited
- Danny Sullivan & Sons Ltd
- Diamond Construction & Engineering Recruitment Limited
- Danny Sullivan Group Academy Limited

Consistency Across Organisation

Policy applies equally across all departments and locations, supporting objective and consistent disciplinary decisions.

Legal Compliance and Fairness

Consistent application reduces discrimination risk and ensures fair, impartial handling of disciplinary matters.



Overview and Purpose

Purpose of the Policy

The policy supports conduct, attendance, and performance improvements with fairness and consistency.

Prompt and Fair Handling

Disciplinary matters are addressed promptly to prevent escalation and support positive change.

Protection of Employee Rights

The policy ensures investigations before actions and grants employees the chance to respond.

Promoting Professional Environment

Clear processes uphold standards, build trust, and reduce disputes in the workplace.



Key Principles of the Policy

- **Adherence to Procedures** Correct procedures ensure consistency, fairness, and legal compliance in managing disciplinary matters.
- **Clarity of Standards** Clear expectations help employees understand required behaviours and performance levels to prevent misunderstandings.
- **Investigation Before Action** Disciplinary actions are taken only after prompt, objective investigations to ensure fairness and evidence-based decisions.
- **Fairness and Timeliness** Issues are addressed respectfully and promptly to maintain a balanced and credible disciplinary process.



Temporary Measures

Purpose of Temporary Measures

Temporary measures protect all parties, ensure fair examination, and do not imply guilt or disciplinary action.

Types of Temporary Measures

Measures include reassignment, remote working, and working away from certain clients to reduce risk and maintain continuity.

Suspension as a Neutral Act

Suspension is used when necessary to protect the business or investigation and does not imply wrongdoing.

Importance of Clear Communication

Clear communication during temporary measures maintains trust and reduces anxiety among employees.



Unsatisfactory Conduct

- **Definition of Unsatisfactory Conduct**

Unsatisfactory conduct includes behaviours like lateness, poor timekeeping, rudeness, and misuse of company property.

- **Informal Resolution Approach**

Early unsatisfactory conduct is often addressed through informal discussions offering guidance and support for improvement.

- **Formal Disciplinary Actions**

Formal actions such as verbal or written warnings may follow if conduct issues persist or worsen.

- **Policy Purpose**

The policy clarifies conduct expectations and provides a fair, consistent approach for managers handling concerns.

Serious & Gross Misconduct

- **Definition of Gross Misconduct**

Gross misconduct involves serious breaches that justify dismissal without notice, including theft, fraud, and violence.

- **Investigation Process**

Allegations of gross misconduct undergo thorough investigations where employees can respond and suspension may be neutral.

- **Fairness and Proportionality**

Each misconduct case is assessed individually considering evidence, intent, impact, and mitigating factors to ensure fairness.

- **Maintaining Professional Standards**

Understanding gross misconduct highlights the importance of professional behavior and consequences of policy breaches.



Suspension

Purpose of Suspension

Suspension is a neutral measure allowing investigations without interference or risk, not a disciplinary action or indication of guilt.

Employee Status During Suspension

Suspended employees remain on basic pay, stay employed, and must be available to assist with investigations if needed.

Importance of Communication

Clear communication about suspension reasons, expectations, and duration reduces anxiety and ensures fairness.

Disciplinary Procedure

The following sanctions may be applied as follows:

Level of Warning	Length of issue	Possible Sanction
Verbal Warning		In cases of an initial or minor issue, the verbal warning is appropriate
First Written Warning	A first written warning will normally be valid for 6 months from the date of the disciplinary meeting	If the issue is more serious or if there is a still an active Verbal Warning in place and insufficient improvement has been made or further misconduct occurs, a First Written Warning will normally be issued.
Final Written Warning	A final written warning will normally be valid for 12 months from the date of the disciplinary meeting. In exceptional cases validity may be longer.	If the issue is even more serious or if there is a still an active First Written Warning in place and insufficient improvement has been made or further misconduct occurs, a Final Written Warning will normally be issued.
Dismissal with Notice		If within 12 months of the issue of a Final Written Warning further misconduct occurs or insufficient improvement has been made, the employee will normally be dismissed with notice. The employee will be provided with written reasons for dismissal, the date on which the employment will terminate, their entitlement to pay, and the right of appeal. The Company reserves the right to make a payment in lieu of notice.
Summary Dismissal		Where behaviour or misconduct is sufficiently serious to constitute gross misconduct, the employee will normally be summarily dismissed - i.e. without notice. The employee will be provided with written reasons for dismissal, the date on which the employment



Appeals

Right to Appeal

Employees can appeal disciplinary decisions within five working days by clearly stating grounds such as new evidence or procedural concerns.

Impartial Review

Appeals are heard by senior managers or directors uninvolved in the original case to ensure fairness and impartiality.

Outcome and Communication

The appeal decision may confirm, overturn, or amend the original ruling, with employees informed of outcomes in writing.

Confidence in Process

Understanding the appeals process builds trust in disciplinary systems and ensures decisions are fair and robust.

General Notes and Key Takeaways



DANNY SULLIVAN
GROUP

Alternative Sanctions

The policy allows demotion or unpaid suspension for non-gross misconduct, promoting flexible and proportionate outcomes.

Right to Appeal

Employees always retain the right to appeal, ensuring fairness and transparency in disciplinary processes.

Policy Awareness and Support

Employees should know the policy and ask questions; managers must apply it correctly and seek HR advice as needed.

Respectful and Fair Environment

The disciplinary policy fosters a respectful, fair, and consistent workplace addressing issues constructively.



Our Values

Be Fair	Be Committed	Be Well	Be Courageous
Inclusive Ensure an equal, diverse and inclusive workplace	Team Players Working as an intrinsic team across all levels	Creative Find innovative solutions to work more efficiently	Deliver Deliver the best quality staff to our customers
Supportive Support vulnerable groups	Client First Work with our clients to achieve all goals	Safe Environment Get everyone home safely everyday	Train Highest level of education, training and opportunities for our staff
Conscious Minimise our impact on the environment	Considerate Work with our competitors to deliver a common goal	Have Integrity Influence the culture of the workplace to always do the right thing	Rise Above Exceed expectation
Fair Provide fair pay, rigorous data and financial management	Creative Find innovative solutions to work more efficiently	Supporting Wellbeing We focus on our staff's wellbeing - physically and mentally	Excellence Always go the extra mile



Our Values

Be Fair	Be Committed	Be Well	Be Courageous
Inclusive Ensure an equal, diverse and inclusive workplace	Team Players Working as an intrinsic team across all levels	Creative Find innovative solutions to work more efficiently	Deliver Deliver the best quality staff to our customers
Supportive Support vulnerable groups	Client First Work with our clients to achieve all goals	Safe Environment Get everyone home safely everyday	Train Highest level of education, training and opportunities for our staff
Conscious Minimise our impact on the environment	Considerate Work with our competitors to deliver a common goal	Have Integrity Influence the culture of the workplace to always do the right thing	Rise Above Exceed expectation
Fair Provide fair pay, rigorous data and financial management	Creative Find innovative solutions to work more efficiently	Supporting Wellbeing We focus on our staff's wellbeing - physically and mentally	Excellence Always go the extra mile

Together We Make The Difference

- OUR VALUES
 - Team Players
 - Inclusive
 - Support Wellbeing
- If you see something, say something
- Protect vulnerable workers
- Let's talk...
- Thank you for playing your part

