

Disciplinary Procedure

Introduction

Morson Group are committed to ensuring consistent and fair treatment for all. This procedure is designed to help encourage our colleagues to achieve and maintain good standards of conduct, as well as explaining how we address misconduct in a fair and consistent manner.

The Performance Management and Capability Procedure is in place to support employees in fully performing their duties, and to address issues of underperformance. The Sickness and Attendance Procedure is in place to manage absence issues.

The list below is the summary of offences which will be dealt with by the Disciplinary Procedure; this list is not exhaustive. Depending on the seriousness, some of these matters may be considered gross misconduct:

- Refusal to carry out reasonable instructions or orders.
- Non-compliance with company policies and procedures
- Persistent non-compliance with company security policies and procedures
- Breaches of company health and safety policies
- Disruption of the work of others and/or being a disruptive influence generally within the organisation
- Industrial misconduct (e.g., bribery, breach of confidentiality)
- Unauthorised driving of company vehicles
- Smoking in a non-smoking area
- Unsatisfactory time keeping
- Unauthorised absence
- Inappropriate behaviour or poor performance due to misuse of alcohol or drugs
- Gross misuse or unauthorised use of company resources or time, such as excessive personal use of company equipment

The following are examples of gross misconduct and may result in summary dismissal. The list is not exhaustive and shall not prevent the organisation from treating a less serious offence as gross misconduct on its seriousness, or if such an offence is flagrantly committed:

- Dishonesty
- Theft or deliberate damage of property and/or products belonging to the organisation, its colleagues, or clients.
- Fighting in or around the company premises or whilst representing the organisation
- Criminal offences committed within or outside company business hours.
- Falsification of expense claims or timesheets
- Bullying, physical violence or harassment against a colleague or client
- Gross negligence
- Misuse of company facilities including email and internet
- Serious misuse of the organisation's name or property

- Serious breach of company policy or procedure
- Serious insubordination
- Serious breach of confidence
- Any action which is in serious breach of safety and security rules and procedures, or which causes a serious risk of danger to the persons or property of the organisation.
- Falsification or omission of information submitted or omitted during your recruitment.
- Serious data protection breach
- Sexual misconduct, including sexual harassment, assault, or inappropriate behaviour towards colleagues, clients or customers.
- Unauthorised use of company funds.
- Covertly recording meetings or conversations with colleagues, clients or customers.

Scope

The policy and procedure cover all individuals employed by Morson Group (hereafter referred to as “colleagues”).

This policy and procedure do not form part of your Contract of Employment and may be varied at any time. The procedure is not applicable to colleagues with less than 2 years’ service.

Procedure

Informal resolution

Line managers are responsible for providing an on-going review of conduct and providing informal feedback recommendations in order to resolve any issue before it becomes a disciplinary matter. However, where matters do arise, line managers should try to resolve them informally, where appropriate. Where informal action is unsuccessful or inappropriate a disciplinary meeting may be conducted. Line managers are responsible for initiating the formal disciplinary procedure if informal discussions have not provided the outcome required. As part of the disciplinary procedure, the line manager is also required to notify a member of the HR team, ensuring compliance with policy.

Where informal resolution is used, line managers should keep a written record of the meeting including what was discussed and the outcome.

Formal investigation

When a potential disciplinary matter arises, the line manager or a member of the HR department will carry out a thorough and fair investigation to establish the facts. An independent person may be asked to carry out the investigation if appropriate.

The investigation may involve a meeting with the employee or may be the collection of evidence. Where an investigatory meeting is being held, it is solely for the purpose of establishing the facts of the case; this is not a disciplinary meeting.

A written record should be kept for later reference. Having established the facts, the investigating officer (in liaison with the HR Team where necessary) should decide whether to take no further action, deal with the matter informally or arrange for it to be handled formally.

Suspension

In certain cases, for example, involving gross misconduct, where relationships have broken down or there are risks to safety, business interests or property, a period of suspension may be imposed whilst an investigation is carried out. It should be made clear that the suspension is not considered a disciplinary action. Suspension will normally be on basic pay, kept to a minimum and will be kept under review.

Formal disciplinary hearing

Should the decision be made to proceed to a formal disciplinary hearing, the colleague should be advised in writing and, where possible, given at least two working days' notice from the time of receipt of the invite, to allow time to prepare. In most circumstances, the invite letter and accompanying information will be sent via DocuSign. Where appropriate, the amount of notice given to a colleague may change when taking into consideration factors such as the nature of the offence and the level of detail given to the colleague in the investigation meeting.

A disciplinary hearing will always be carried out by someone other than the investigating officer and where possible, should be escalated to a more senior colleague.

When inviting a colleague to attend a disciplinary hearing, the letter should include:

- Sufficient and specific information regarding the alleged misconduct.
- The possible consequences should the allegations be founded.
- Information regarding the colleague's right to be accompanied by a Morson work colleague or Trade Union representative.
- Copies of any written evidence used to support the progression to disciplinary hearing, including witness statements. Should any non-written evidence be considered, this will be referenced in the invite letter and be available to view at the hearing.

Where a colleague is persistently unable or willing to attend a disciplinary meeting without good cause the company shall proceed in their absence, and a decision will be made based on the evidence available.

Content of the disciplinary hearing

At the meeting the disciplinary hearing manager will go through the allegations and any evidence included in the disciplinary pack. The employee should be allowed to set out their case and answer any allegations that have been made.

Should a colleague report sickness during any part of an investigation or disciplinary process, the normal absence procedure should be followed. Where a colleague has been suspended, the colleague's sickness would supersede their suspension and their pay adjusted accordingly. In cases

where the colleague's absence is likely to be long term, the company would, where possible, endeavour to resolve the issues which have prompted disciplinary action within a reasonable time frame. This would be reviewed on a case by cases basis and if necessary, a medical opinion may be sought.

Deciding on an appropriate outcome

The decision made at a disciplinary hearing will be based 'on the balance of probabilities' rather than a criminal law standard. Potential formal outcomes may include the form of a sanction being issued in the form of a verbal warning, written warning, final warning, or dismissal. In addition to or as an alternative to a warning or dismissal, other sanctions may be imposed, such as a temporary or permanent demotion, transfer to another department and loss of financial incentive or reduction in financial package.

Confirmation will be made in writing detailing the outcome of the disciplinary procedure as well as any behavioural actions expected from the colleague and any required timescales. Where a formal warning is issued, the colleague will be advised of how long.

The warning will remain current and outline the consequences should any behavioural change not occur. A written warning, and final written warning will usually be in place for three, six, or twelve months respectively, although at the discretion of the decision maker it may be longer, and warnings can be extended.

Appeal

If the colleague does not agree with the outcome of the disciplinary investigation, they should follow the appeal process detailed in the outcome letter. An appeal meeting will usually be arranged within 10 working days of the receipt of the appeal. The appeal meeting will be conducted by a senior colleague who was independent from the original grievance hearing. The employee has the right to be accompanied by a Morson Group work colleague or a Trade Union representative.

The appeal meeting may be done via Microsoft Teams or similar platform if it is not reasonably practical to arrange a face-to-face meeting. The outcome will be confirmed in writing within a reasonable timeframe. This decision is final.

Record

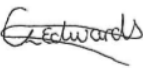
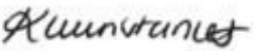
All records, including the notice of the disciplinary meeting, outcome of the disciplinary meeting, invite to appeal meeting, and notice of disciplinary meeting will be held on the individual's personnel file for 5 years.

Amendment Record

Issue	Amendments	Date	Issued By
14	Minor spelling and grammar amendments. Refer to v.13 for old amendment record. Rebrand	September 2024	Chloe Edwards Katie Hancock

15	Removal of section explaining detail around roles within the disciplinary hearing for those accompanying. This is explained in the hearing. Minor tweaks made for clarity.	September 2025	Chloe Edwards

Document Control

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