

INDECON

INDECON BUILDING LTD.,
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COMPANY RULES AND DISCIPLINARY PROCEDURES

A) Introduction

This document is an explanation of the Rules and Disciplinary procedures that apply to all Company employees.

Rules and Disciplinary Procedures are necessary for promoting fairness and order in the treatment of individuals and in conduct of industrial relations. They also assist an organisation to operate effectively. Rules set standards of conduct at work, procedures help to ensure that the standards are adhered to, and also provide a fair method of dealing with alleged failures to observe them.

B) Objectives

To take disciplinary action in as uniformed and consistent manner as possible.

To take disciplinary action only after careful investigation of the facts and after the employee has had the opportunity to represent and present his/her case.

To take disciplinary action with the aim of correcting the employee's behaviour wherever possible rather than simply punishing him/her.

To take into account the circumstances of each case, giving consideration to any employee who's past record demonstrates a willingness to abide by accepted standards of conduct and fulfil the terms of employment.

To apply progressively more severe penalties to those employees who show that previously disciplinary action has been ineffective in producing the desired improvement.

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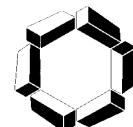
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constructionline

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C) Company Rule (Employee Conduct)

It is not practicable, or necessary, to list all the specific offences which are likely to result in disciplinary action under this procedure. The following are examples of misconduct grouped under five headings of Poor Conduct, Unsatisfactory Conduct, Misconduct Unacceptable Conduct and Gross Misconduct. These are not to be taken as comprehensive lists, but as guidelines only.

Examples of Poor Conduct

- i) Unsatisfactory attendance record.
- ii) Persistent bad time keeping.
- iii) Unauthorised absence from place of work.
- iv) Output falling below minimum required level.

Examples of Unsatisfactory Conduct

- i) Unsatisfactory workmanship.
- ii) Minor violations of safety practices
- iii) Refusal to obey a reasonable instruction.

Examples of Misconduct

- i) Serious neglect of work.
- ii) Incapacity to work due to intoxicants or drugs.
- iii) Wilful neglect of laid down or accepted safety precautions.
- iv) Sleeping on duty.

Examples of Unacceptable Conduct

- i) Victimisation, discrimination and harassment directed at and aimed toward (directly or indirectly) against any person because of their colour, race, nationality, ethnic or national origin, physical disability, gender, sexual orientation or religious conviction in contravention of the Company Equality & Diversity Policy.
- ii) Objectionable and/or insulting behaviour.
- iii) Indecent or immoral behaviour

Examples of Gross Misconduct

- i) Clocking on or off someone else.
- ii) Malicious attack of fellow employees, or other persons on the Company premises.
- iii) Acceptance of bribes to the detriment of the Company of its employees.
- iv) Falsifying time sheets or giving false information about own or another employee's time records.
- v) Unauthorised removal or possession of Company or fellow employee's property (Theft).
- vi) Wilful destruction of Company property or sabotage of products.
- vii) Extreme cases of insulting behaviour on Company premises.
- viii) Wilfully endangering the lives of any persons on the Company premises.

D) Disciplinary procedure

If an employee breaks the Company rules, then the following disciplinary procedure will be adhered to:

Type of Offence	First Occasion	Second Occasion	Third Occasion	Fourth Occasion
Poor Conduct	Verbal Warning	Written Warning	Final Written Warning	Dismissal
Unsatisfactory Conduct	Written Warning	Final Written Warning	Dismissal	
Misconduct	Written Warning	Dismissal		
Unacceptable Conduct	Written Warning	Dismissal		
Gross Misconduct	Dismissal			

Senior Management will have discretionary powers over the above procedures, dependant upon special circumstances

E) Notes on Procedure

Verbal Warning

An employee's supervisor may administer a verbal warning to him/her in the presence of an employee representative, if the offending employee wishes. Before administering any warning, the Supervisor will thoroughly investigate the facts to take into account any explanations offered by the employee, and of any extenuating circumstances that come to his/her attention.

The verbal warning will include a statement that unless the conduct in question improves, or if another offence is committed within a period of six months, the employee will be liable to be dealt with more severely next time. The warning will be noted on the employee's personnel record, but will be nullified after six months, subject to satisfactory conduct.

Written Warning

The Supervisor should again investigate all the relevant facts, taking particular note of any explanations or extenuating factors. A meeting will be arranged as soon as possible.

Present will be the employee, his supervisor, and the supervisor's immediate superior. After all the evidence and any explanations have been given, the superior will reach a decision. The employee and his/her representative will be immediately advised verbally, and in writing, of the decision, and also warned that any other offence within one year, or failure to improve will render the employee liable to further disciplinary actions.

The warning will be noted on the employee's personnel record, but will be nullified after a maximum of one year, subject to satisfactory conduct.

Final Written Warning

The Supervisor should again ascertain all the relevant facts, taking particular note of any extenuating factors, or any explanations. Present will be the employee, his/her representative, his/her Supervisor and the Supervisor's immediate superior. After all the evidence has been brought forward, and the employee or his/her representative has been given the opportunity to make an explanation, the superior will reach a decision. The employee and his/her representative will be advised verbally and in writing, and also warned that any other office within 18 months, or a failure to improve will render the employee liable to dismissal.

The warning will be noted on the employee's personnel record, and will only be nullified at senior management's discretion.

Dismissal

A meeting will be arranged as soon as possible after the offence has been identified at which will be present, the employee, his/her representative, the Supervisor, and his/her superior. The superior will be the Chairman. The facts will be thoroughly investigated by the superior prior to the meeting, and he will take particular note of any explanations or extenuating circumstances. At the meeting all evidence will be brought forward, and the employee will be given an opportunity to state anything he/she considers relevant to the offence or penalty. It will be open for the Chairman to call for any other evidence to consult any other person.

After thorough consideration of the evidence, the Chairman will reach a decision which will be communicated to the employee and his/her representative verbally, and in writing (if requested) as soon as possible, and not later than two working days after the meeting. If the Chairman decides that the employee, as alleged, has committed the offence he/she may dismiss him/her or demote him/her as considered appropriate.

F) Employee Right to Appeal

If an employee considers any disciplinary action unjustified he/she may appeal. The appeal will be lodged with the supervisor or his/her superior within two working days of the decision complained of. It shall be heard by adjudicator who will be the immediate superior to the person who made the relevant decision, and shall be heard by him within three working days of being lodged.

The appeal can be on the grounds that the alleged offence was not committed, or the penalty was too severe.

If, after hearing all the evidence available, the adjudicator is satisfied that the decision as to the result or penalty, was not, in the circumstances just, he/she may amend the decision by revoking the penalty completely or instituting a lesser penalty.

If the employee has been dismissed, and it is proposed to reinstate him/her, he/she will be reinstated with full pay, back dated to the date of dismissal (if requested).

The employee and his/her representative, should be advised immediately, and no later than two working days after the appeal, in writing, and where possible, verbally, of the decision and the reasons for it.

If for any reason, there is no adjudicator available, then a panel of three members of management will be chosen by the most senior manager (himself and two others). They will act as the adjudicating body.

G. Amendments of Special Additions

Delete and initial paragraphs not applicable.

Below is a list of special rules, regulations or procedures applicable (if any).

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