

DISCIPLINARY AND GRIEVANCE POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd deals with conduct, performance and grievances fairly, consistently and in accordance with the Acas Code of Practice on Disciplinary and Grievance Procedures.

2 DISCIPLINARY PROCEDURE

- 2.1 Minor matters are addressed informally first. Formal matters are investigated, the employee is informed of the allegations in writing with the evidence, invited to a hearing with the right to be accompanied by a colleague or trade union representative, and given a written outcome with the right of appeal to a person not previously involved so far as the size of the Company allows. Sanctions range from first written warning to final written warning to dismissal. Gross misconduct, including violence, theft, fraud, falsification of certificates or test results, serious safety breaches, and breaches identified as gross misconduct in other Company policies, may result in summary dismissal following a fair procedure. Suspension on full pay may be used where necessary and is not a sanction.

3 GRIEVANCE PROCEDURE

- 3.1 Grievances should be raised first informally, then in writing to the Managing Director, who will hold a meeting within 5 Business Days, investigate, and respond in writing with a right of appeal. Grievances are handled confidentially and without any detriment to the person raising them.

4 REVIEW

- 4.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026