



Grievance and Disciplinary Procedures

Grievances

To Integer, teamworking means that:

- we share responsibility for pursuing the company's vision
- we work together as a team and in teams
- we communicate openly and honestly – sharing knowledge, listening as well as telling, explaining who as well as what
- we value each other's contributions, are quick to praise achievement and slow to blame
- we give and ask for help without hesitating
- we take great pride in not letting others down
- we treat each other fairly, with respect and consideration, recognising the importance of an individual's well-being in all respects of our working and non-working life
- we seek to delegate authority to those who do the job and we accept accountability for those things for which we are responsible

In the event that a member of staff is dissatisfied with any aspect of their employment it should immediately (or within 14 days of the occurrence of the grievance) be brought to the attention of the company as follows:

1. Discuss the matter with your line manager in order to agree a solution informally.
2. If this is not sufficient to settle the matter, then you should raise the matter formally by setting out the grievance in writing to your line manager. Where the grievance concerns the line manager than the grievance should be made to the Managing Director.
3. The line manager should call a meeting, normally within 5 working days, to discuss the grievance. The member of staff has the right to be accompanied by a colleague if a reasonable request is made beforehand. After the meeting the line manager should come to a decision regarding the grievance within 24 hours.
4. If the member of staff is unhappy with the decision and they wish to appeal they should inform their line manager. An appeal meeting will then be held, normally within 10 working days, chaired by the Managing Director. The member of staff has the right to be accompanied by a colleague if reasonable request is made beforehand.
5. After the meeting the Managing Director will make a decision, normally within 24 hours. The Managing Director's decision is final.

Disciplinary Procedure – Principles

Integer Training will adhere to the following principles of reasonable behaviour:

- Informal action will be considered, where appropriate, to resolve problems.
- No disciplinary action will be taken against an employee until the case has been fully investigated.
- For formal action the employee will be advised of the nature of the complaint against them and will be given an opportunity to state their case before any decision is made at a disciplinary meeting,
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- At all stages of the procedure the employee will have the right to be accompanied.
- No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.

- An employee will have the right to appeal against any disciplinary action.
- The procedures may be implemented at any stage if the employees' alleged misconduct warrants this.

Disciplinary Procedure

1. In the event of dissatisfaction with your work, conduct, time keeping or other aspect of your employment you may be given a verbal warning, a written warning, or a final written warning according to the seriousness of the matter causing dissatisfaction.
2. In the event that you are given a verbal warning or a written warning and after a reasonable period we remain dissatisfied you may be given a final written warning and if we continue to be dissatisfied you may be given the minimum notice of dismissal to which you are entitled by virtue of the length of your employment with Integer Training Ltd.
3. In the event of gross misconduct (e.g., any very serious breach of your contract of employment such as theft) you may be dismissed without notice.

No disciplinary action will be taken until your case has been investigated. You will be notified in writing of the alleged conduct or characteristics, or other circumstances, which lead us to contemplate taking disciplinary action against you, and you will be invited to attend a disciplinary meeting. Before the disciplinary meeting takes place, you will be informed what the basis is for the allegations made against you and you will be given a reasonable period to consider your response to that information. After the meeting you will be informed of any decision made. Any one employee or representative of your choice may accompany you to any disciplinary meeting.

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud
- Physical violence or bullying
- Deliberate and serious damage to property
- Deliberately accessing internet sites containing pornographic, offensive, or obscene material
- Serious insubordination
- Unlawful discrimination or harassment
- Bringing the company into serious disrepute
- Serious incapacity at work brought on by alcohol or illegal drugs
- Causing loss, damage, or injury through serious negligence
- A serious breach of health and safety rules
- A serious breach of confidence

Employees accused of an act of gross misconduct may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the company is satisfied that gross misconduct has occurred, the result will normally be summary dismissed without notice or payment in lieu of notice.

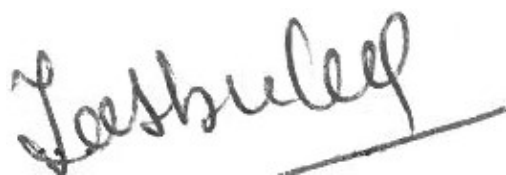
Appeals

An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Managing Director will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

I have read and understand the above

<i>print name</i>	<i>signature</i>	<i>date</i>

Declaration: I will review and revise these procedures as necessary and at regular intervals:

A handwritten signature in dark ink, appearing to read 'Jasbir Behal', is written over a single horizontal line.

Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 8 January 2025

Version No: GD231025

Review Date 08/01/2026