



The North Harris Trust

Disciplinary Procedure

Where an employee's work or conduct is considered unsatisfactory, the Chairman will give an oral warning to the employee. Details of this warning will be recorded on the employee's personal file and initialled by the employee.

Where an oral warning has been ineffective and the possibility of serious disciplinary action arises, the employee will be interviewed by the appropriate sub-committee. The employee will be given an opportunity to explain her/himself and she/he may be accompanied by a union representative. The decision arising from this interview will be notified to the employee in writing and any warning at this stage will be issued in writing.

In the event of the written warning being ineffective a final warning can be given. Details of this will be notified to the board of directors.

An employee may appeal to the Board of Directors against an oral or written warning.

Failure to comply with the terms of a final warning can result in dismissal within seven days of notification of termination of employment.

If an appeal is upheld and disciplinary action withdrawn, all reference to the matter will be deleted from the employee's records.

In the event of a breach of the Code of Conduct constituting gross misconduct, the foregoing procedure may not apply. The Chairman, after investigation of the incident, may summarily dismiss an employee, or at his/her discretion suspend an employee on full pay, pending and enquiry into the circumstances of the incident.

All references to a breach of the Code of Conduct contained in an employee's file may be deleted after a period of six months satisfactory conduct, following an oral warning and after one year, following a written warning.