

GRIEVANCE AND DISCIPLINARY PROCEDURES

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Grievance Procedure

- 9.1 Introduction
- 9.2 Informal Action
- 9.3 The Procedure;
 - Step 1—Statement of Grievance
 - Step 2—The Meeting
 - Step 3—The Appeal

Disciplinary Procedure

- 9.4 Introduction
- 9.5 Informal Action
- 9.6 Investigation
- 9.7 The Procedure;
 - Step 1—Statement of Grounds and Invitation to Meeting
 - Step 2—The Meeting
 - Step 3—The Appeal
- 9.8 Courses of Action
- 9.9 Disciplinary Action
- 9.10 Gross Misconduct
- 9.11 Public Interest Disclosure Act ('Whistleblowing')

GRIEVANCE PROCEDURE

9.1 Introduction

Grievances are concerns, problems or complaints that employees raise with their employer. The purpose of this procedure is to ensure the resolution of individual grievances as quickly as possible, and to provide each level of management with an opportunity to review and discuss the grievance in an attempt to find a mutually agreeable solution.

The grievance procedure helps to promote a consistent approach in dealing with problems and supervisors have a responsibility to encourage its use when appropriate.

9.2 Informal Action

Employees should aim to resolve most grievances informally with their Manager. This procedure should therefore be used where it has been impossible to reach an amicable agreement informally.

9.3 The Procedure

Step 1—Statement of Grievance

First, you should provide a detailed written statement outlining your grievance to your Manager/Supervisor. This should provide sufficient detail for the Manager to formulate an overview of the situation.

Step 2—The Meeting

Your Manager/Supervisor will then arrange a meeting to discuss the issue(s) allowing all parties reasonable time in which to consider their responses.

You have the right to be accompanied and may, if you wish, ask a work colleague from Renishaw to attend with you to offer support and guidance during the meeting. Should you choose to be accompanied, your manager must be notified prior to the meeting as to who will be attending with you.

Following the meeting, your Manager/Supervisor should notify you in writing of their response to the grievance within five working days from when the meeting was held. If the Manager is not available (e.g. due to holiday or sickness) a response must be prepared at the earliest opportunity on their return, or referred to the next level of supervision. You should also be informed of your right of appeal if you are dissatisfied with the response.

Step 3—The Appeal

You must inform your Manager/Supervisor if you intend to appeal (in writing). If you do the manager should arrange a further meeting, to be held within five working days from the date that you notified them. Appeals will be heard by a more senior manager from within the company and a member of the Personnel Department or their nominated deputies. The appeal will be dealt with as soon as possible.

Following the appeal meeting the Manager/Supervisor must notify you of the decision (in writing) which will be final.

The timings, for these guidelines, should be adhered to at all times and meetings should be arranged at a convenient date, time and location for all parties involved. Advice and assistance will be available from the Personnel Department at any stage to ensure that the correct procedures are followed.



DISCIPLINARY PROCEDURE

9.4 Introduction

Renishaw has an obligation as a business and to employees to set and maintain high standards of behaviour. Employees should be clear as to the expected standards and the consequences of failure to achieve them. The objective of our disciplinary procedure is to ensure that a fair and consistent approach is applied at all stages and to encourage improvements. This procedure may be instigated for conduct or performance-related issues. Please be aware that employees may enter the disciplinary procedure at any stage depending on the severity and the individual circumstances of each case. The following are some examples of what the disciplinary process will cover, although this list is not exhaustive:

- Bad behaviour, such as fighting or drunkenness;
- Unsatisfactory work performance;
- Harrassment or victimisation;
- Misuse of company facilities (e.g.email and/or internet);
- Poor timekeeping;
- Unauthorised absences;
- Repeated or serious failure to follow instructions.

9.5 Informal Action

Cases of minor misconduct or unsatisfactory performance are best dealt with informally. A quiet word is often all that is required to improve an employee's conduct or performance. There will, however, be situations where matters are more serious or where an informal approach has been tried but is not working.

9

If informal action does not bring about any improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, the formal Disciplinary Procedure, as detailed below, will be instigated.

9.6 Investigation

When there has been a suspected breach of discipline an investigation will be undertaken to establish the facts of the case. During this time the employee may be suspended on full pay, if the incident is deemed serious enough. The investigation will take place either immediately, or as soon as is reasonably possible, after the incident has taken place and will be conducted by the employee's Manager/Supervisor.

9.7 The Procedure

Step 1—Statement of Grounds and Invitation to Meeting

The Manager/Supervisor will outline the alleged conduct in writing and send a copy of this to the employee, including an invitation to a meeting. The timing of the meeting should allow the employee reasonable time to consider his/her response.

Step 2—The Meeting

The meeting should take place before any action is taken (except in cases involving suspension).

The employee must make all reasonable efforts to attend the meeting. Should the employee fail to attend this meeting another one will be arranged by the Manager. Failure to attend the second meeting without reasonable cause will result in the meeting taking place without the employee present. Employees have the right to be accompanied and may, if they wish, ask a work colleague from Renishaw to attend with them to offer support and guidance during the meeting. Should the employee choose to be accompanied, the Manager must be notified prior to the meeting as to who will be attending with the employee.

Following the meeting, the Manager/Supervisor will inform the employee of their decision and their right of appeal, if they disagree with the outcome.



Step 3—The Appeal

Employees must inform their Manager/Supervisor if they intend to appeal (in writing detailing the grounds for the appeal). If they do the manager should arrange a further meeting, to be held within five working days from the date that notification was received. Appeals will be heard by a more senior manager from within the company and the Group Human Resources Manager only in cases involving dismissal, redeployment and demotion. All other cases will be heard by the Group Human Resources Manager and the Departmental Manager or their nominated deputies. The appeal will be dealt with as soon as possible, and the decision will be final.

Following the appeal meeting the Manager/Supervisor must notify the employee of their decision (in writing) which will be final. Note: the appeal meeting does not have to take place before a dismissal or disciplinary action takes effect.

The timings, as per these guidelines should be adhered to at all times and meetings should be arranged at a convenient date, time and location for all parties involved. Advice and assistance will be available from the Personnel Department at every stage to ensure that the correct procedures are followed.

9.8 Courses of Action

If necessary, when the above procedure has been followed, one of the following courses of action may apply:

Stage 1—Verbal Warning

9

If the Manager is satisfied that misconduct, lack of performance or poor behaviour has occurred, a verbal warning will be given. Employees will be told immediately that their behaviour warrants formal discipline and that the warning forms part of the company's Disciplinary Procedure (as opposed to informal warnings or corrections given day-to-day during the course of the job).

A note of the facts will be made and a copy will be sent to the Personnel Department to be included on the individual's record. The employee will also be advised of this in writing.

Stage 2—Formal Written Warning

If the misconduct, lack of performance or poor behaviour continues, a meeting will be arranged with the immediate Manager and a member of the Personnel Department so that the facts can be obtained. If the company decides that one of the above has occurred, a formal written warning will be issued to the employee outlining the reasons for the action and the consequences if an immediate and sustained improvement is not made. A record of this will be kept on an individual's file but, for disciplinary purposes, will be disregarded after a period of 12 months.

Stage 3—Final Written Warning

If the misconduct, lack of performance or poor behaviour continues a final written warning will be issued following a further discussion with the immediate Manager, Departmental Manager and a senior member of the Personnel Department. The warning will clearly outline the reasons for its issue and the outcome, if a further breach of discipline occurs, or if an immediate and sustained improvement is not made.

A record of this will be kept on an individual's file but, for disciplinary purposes, will be disregarded after a period of 12 months.

Stage 4—The Dismissal

If, despite warnings and/or disciplinary action, the employee continues to fail to perform to the required standards a dismissal will take place. Dismissals will be managed by a member of the Personnel Department with the individual's Departmental Manager present.



9.9 Disciplinary Action

It is important to note that disciplinary action can take a number of forms and include:-

- Verbal warning;
- Written warning;
- Final warning;
- Counselling;
- Suspension with pay;
- Suspension without pay;
- Demotion;
- Withdrawal of training;
- Suspension of promotion;
- Redeployment;
- Dismissal.

Employees may enter the Disciplinary Procedure at any stage depending on the severity and individual circumstances of each case. It is important to note that an employee's previous record will be taken into account in determining the appropriate disciplinary action.

9.10 Gross Misconduct

Gross misconduct is defined as conduct serious enough to warrant the dismissal of an employee without notice. Typical offences that constitute gross misconduct are:-

- Serious insubordination;
- Theft or fraud;
- Physical violence or bullying;
- Deliberate and serious damage to property;
- Serious misuse of the company's information, property or name;
- Bringing the company into serious disrepute;
- Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- Unlawful discrimination or harassment;
- Serious incapability at work brought on by alcohol or illegal drugs;
- Causing loss, damage or injury through serious negligence;

Note: The above is only a guide and is not an exhaustive list.

In the event of suspected gross misconduct, the company will quickly establish the facts and the employee will have an opportunity to explain events in accordance with company procedures. However, if gross misconduct is established, instant dismissal without notice will take place.

9.11 Public Interest Disclosure Act 1998 (“Whistleblowers” Act)

The above Act is more commonly known as the “Whistleblowers Act”. The aim of the Act is to protect employees who wish to report acts of malpractice within a company (e.g. fraud), from victimisation or losing their jobs.

The Act requires employees to follow a procedure in reporting the malpractice, insisting the employee tries to settle the issue internally before involving recognised outside agencies such as The Financial Services Authority, the Health and Safety Executive or the Environmental Agency. It is important to remember, that if the procedure is not followed, your rights of employment under the Act will be affected (i.e. you may lose some or all of your protection from the Act). The Act only supports disclosures that are made in “good faith” and does not encourage anonymous reporting.

The procedure is as follows and if no action is taken, or no satisfactory answer is given at any stage, you should proceed to the next level:

1. Contact your Manager/Supervisor and explain your concerns.
2. Contact your General Manager/Divisional Director.
3. Contact the Group Human Resources Manager or the Personnel and Training Manager.
4. Contact a recognised outside agency (once you have checked with the Personnel Department that no further action will be taken internally).

Should the problem lie with your Manager or Director and General Manager, or you have a concern about reporting the malpractice, please contact the Personnel Department directly who will assist.

Notes

