

## Disciplinary rules

### **Purpose**

The purpose of establishing rules governing conduct at work is to set standards of behaviour and action which are known to all employees. These rules can act both as a guide to the performance of individuals at work and as a means of avoiding the necessity for formal disciplinary action. By establishing, as far as possible, a common set of rules for all employees, fairness and consistency in the treatment of individuals may best be achieved.

### **Scope**

It is not possible for any set of rules to cover all of the situations which may occur at work. Equally, it is not possible to state that any single incident of misconduct will always attract the same penalty, bearing in mind mitigation, length of service, personal circumstances and so on. As a result the rules contained in this document are intended as a general guide and not as a complete, exhaustive list. Amendments, additions or deletions to the list will occasionally be necessary. In addition it will often be the case that specific local rules will be established with consultation and all Managers should ensure that these rules are also documented and communicated to all employees.

### **Rules**

#### **Gross Misconduct**

Acts of gross misconduct as indicated below are the most serious offences and will normally carry a penalty of summary dismissal unless there are mitigating circumstances.

Any serious breaches of BW's Policies and Codes of Practice - Code of Conduct, Email, Computer Systems, Alcohol and Drugs, Equal Opportunities, Health and Safety etc. For example:

- Theft of property belonging to BW, its employees or the public.
- Fraudulently obtaining money or other property or goods from BW or its employees.
- Physical or verbal assault on an employee or member of the public.
- Harassment of fellow employee or member of the public.
- Deliberate damage to the property of BW or its employees.
- Falsification of documents or records with a view to defraud or mislead.
- Sexual misconduct at work.
- Serious breaches of safety rules or regulations.
- Corrupt practices involving the acceptance of bribes or favours.
- Commission of certain acts, criminal or otherwise, outside work which have a direct bearing on the individual's work for BW.
- The use or release of private or confidential information gained through employment with BW without proper permission.
- Computer fraud and misuse
- Being under the influence of alcohol or other substances which gives serious impairment of performance/duties

- Using a BW vehicle for private use without authorisation
- While purporting to be absent sick, working or indulging in activities which are likely to be inconsistent with the reason for absence and/or which are unlikely to be conducive to recovery.

### **Other Misconduct**

Acts of misconduct such as those indicated below will not normally be classed as gross misconduct and will not therefore warrant dismissal without previous warning having been issued, including a final written warning. In most cases however, the commission of any of the following acts of misconduct will lead to disciplinary action falling short of summary dismissal.

- Acts of insubordination or refusal to carry out proper and legitimate instructions.
- Negligence in the performance of duties.
- Poor timekeeping and / or unauthorised absence from work and / or absenteeism.
- Discourtesy or verbal abuse toward other employees of BW or member of the public.
  
- Deliberate deception in any aspect of an employee's work.
- Minor breaches of specific BW rules and procedures, eg sick pay scheme, safety regulations, smoking policy.