



DISMISSAL POLICY

This Policy will apply where the Company is proposing to dismiss an employee, other than in circumstances where the Discipline and Capability Policy applies or is adopted. Where the Dismissal Policy applies the Company will:

1. Set out in writing the circumstances, which lead the Company to contemplate dismissing the employee. This statement will be sent to the employee and the employee will be invited to attend a meeting with his manager to discuss the matter.
2. The Company will invite the employee to a meeting at a reasonable time and place where the matter can be discussed. The employee must take all reasonable steps to attend. After the meeting the manager will inform the employee of his/her decision and (if applicable) offer the employee the right to appeal against the manager's decision.
3. If the employee wishes to appeal, he/she must inform the HR Director or HR Manager in writing. The Company will invite the employee to attend an appeal meeting. Where possible, the appeal meeting will be conducted by a more senior manager than the dismissing manager. The employee must take all reasonable steps to attend. After the appeal meeting the employee will be informed of the decision.
4. The employee has the right to be accompanied at any meeting held under this procedure by a work colleague or trade union representative.