

F.BRAZIL REINFORCEMENTS LTD	Disciplinary procedure	HR SOW 022	Issue No: 2
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Introduction

The Company firmly believes that the fairest way to resolve any problems relating to conduct or performance is to have a well-structured disciplinary procedure. The procedure is designed to help and encourage all employees to achieve and maintain the Company's standards of conduct, attendance and performance and should be looked upon as a corrective process.

Please read the following principles and procedures carefully as they form an important part of your terms and conditions of employment:

Principles

1. Apart from an informal verbal warning, you have the following rights in relation to disciplinary action:
 - to be informed of the allegations of misconduct or poor performance to be addressed at any disciplinary hearing,
 - to be accompanied by a work colleague or by an accredited trade union official,
 - to appeal against any disciplinary action

The procedure

Formal verbal warning

2. In the case of conduct, attendance or performance not reaching the required standard, the problem will be discussed with you at a disciplinary hearing where you will be given the opportunity to offer a satisfactory explanation. If the explanation is unsatisfactory, you will be issued with a formal verbal warning. The topics discussed at the meeting will be confirmed in writing to you and the verbal warning will remain on your file for six months.

Written warning

3. A written warning will be issued following a disciplinary hearing where there is a current formal verbal warning on your file and sufficient improvement has not been made or where the misconduct or poor performance is serious enough to warrant the Company bypassing the formal verbal warning stage. A written warning will remain on file for 12 months.

Final written warning

4. If there is still insufficient improvement in your conduct, or if your performance is still unsatisfactory, you will be asked to attend a further disciplinary hearing. If no satisfactory explanation is offered for the lack of improvement, you will be issued with a final written warning that will remain on file for 12 months.
5. If the misconduct is sufficiently serious to warrant only one warning but is not sufficiently serious to justify dismissal, a final written warning will be issued. You will be informed in your final written warning that any further misconduct or failure to meet the required standard will result in your dismissal.

Dismissal

6. Dismissal will normally result if you still fail to achieve the standard of conduct or performance required by the Company. You will be given every opportunity to offer an explanation for your failure to meet the required standards at a final disciplinary hearing. As with all previous stages of the disciplinary procedure you will be offered the right to be accompanied and the right to appeal against the decision.
7. If you are dismissed, you will be provided, as soon as is reasonably practicable, with the reasons for dismissal, the date on which your employment will terminate and details of how you may appeal.
8. In exceptional circumstances, the Company reserves the right, as an alternative to dismissal, to impose a penalty of suspension without pay for up to a maximum of five working days, together

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with a final written warning that will remain on file for 12 months

Conduct at work

9. The Company expects all employees to behave in a normal and reasonable manner. The following list provides examples of the type of conduct that the Company would expect:

- To be punctual for the start of work and to keep within the break times.
- To give regular attendance at work and to minimise all absenteeism.
- To be courteous, helpful and polite to all those with whom you have contact.
- To devote all your time and attention, whilst at work, to the Company and ensure that all its property including confidential information, records, equipment, information technology, etc., is kept safe and used correctly.
- To comply with all the Company rules and regulations and to observe and perform all the terms of your employment as set out or referred to in your Contract of Employment.
- Not to be involved with any company, client or agent who is in direct competition with the Company. You are expected to devote all your loyalty to the Company.

Conduct outside working hours

10. Normally the Company has no jurisdiction over employee activity outside working hours. Behavior outside working hours will only become an issue if the activities adversely affect the Company.
11. Adverse publicity, bringing the Company name into disrepute, or actions that result in loss of faith in the Company, resulting in loss of business, or loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated.
12. The detriment suffered by the Company will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances. If the actions cause extreme embarrassment or serious damage to the Company's reputation or image, a decision may be taken to terminate the employment.
13. The Company's procedures covering disciplinary hearings and appeals still apply.

Gross misconduct

14. Gross misconduct will result in summary dismissal, which means you lose your right to notice or pay in lieu of notice.
15. Here is a list of offences that are normally regarded as "gross misconduct". It is not exhaustive, but it describes the kind of offence that can result in summary dismissal.
 - Deliberate failure to comply with the published rules of the Company, including those covering cash handling, security, health and safety, equal opportunities, the Internet, etc.
 - Deliberate falsification of records.
 - The committing of offences against current discrimination legislation whilst acting on behalf of the Company.
 - Fighting or assaulting another person.
 - Using threatening or offensive language towards customers, clients or other employees.
 - Making yourself unfit to work by solvent abuse, drinking alcohol, taking of illegal substances or failing to follow medical instructions on prescribed drugs.
 - Being in unauthorized possession of Company property.
 - Being in possession of illegal drugs and substances or alcohol whilst on Company premises.
 - Obscene behavior.
 - Behavior likely to bring the Company into disrepute.
 - Willful and deliberate damage to or misuse of Company property.
 - Refusal to carry out reasonable duties or instructions.
 - Conviction on a criminal charge that is relevant to your employment with the Company.

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- The misuse including use for personal gain, of confidential information in the course of working for the Company.
- Undertaking private work on the premises without permission

Disciplinary appeal procedure

16. At each stage of the disciplinary procedure, you will be given the right of appeal. If you wish to exercise your right of appeal, you should put your reasons in writing to the Managing Director within five days of receiving written confirmation of the disciplinary decision taken against you. You will need to explain why you feel the decision is unfair, or inappropriate in relation to the matters addressed at the disciplinary hearing.

17. If you have any new information or evidence to support your appeal, please give details in full and include the names of any witnesses you may wish to call to support you in your appeal. This is in order that there will be sufficient time to investigate any additional information before the appeal hearing. You are entitled to be accompanied at the appeal hearing by a work colleague or by an accredited trade union official.

Although the purpose of the appeal is to review any disciplinary penalty imposed, it cannot increase the disciplinary penalty.

The decision of the person dealing with your appeal is final.

Revision	Date	Record of Changes	Approved By
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3	25/05/2020	Review & reformat	TN
4	03/06/2021	Review and inserted number for items	TN
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