



AQUARIUS VISION WORKS LLP

Disciplinary Policy

Purpose

This disciplinary policy outlines the process for addressing misconduct and ensuring a fair, consistent, and transparent approach to discipline within the organization. The policy aims to maintain high standards of behavior, foster a positive working environment, and safeguard the rights of all employees.

Scope

This policy applies to all employees of Aquarius Vision Works LLP, including permanent, temporary, and part-time staff, as well as contractors and consultants.

Principles

- **Fairness and Transparency:** The disciplinary process will be carried out fairly, consistently, and transparently.
- **Right to Representation:** Employees have the right to be accompanied by a colleague or trade union representative at any formal disciplinary hearing.
- **Opportunity to Respond:** Employees will be given the opportunity to respond to any allegations before any disciplinary action is taken.
- **Confidentiality:** Disciplinary matters will be treated confidentially, and information will only be shared on a need-to-know basis.

Misconduct

Misconduct can be classified into two main categories: **Minor Misconduct** and **Gross Misconduct**.

1. Minor Misconduct

- Examples:
 - Unauthorised absence from work
 - Minor breaches of company policy
 - Insubordination
 - Poor timekeeping
- Consequences:
 - Verbal Warning
 - Written Warning (for repeated offenses)

2. Gross Misconduct

- Examples:
 - Theft or fraud
 - Physical violence or threats
 - Serious breach of health and safety rules
 - Harassment or discrimination



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- Consequences:
 - Immediate suspension (pending investigation)
 - Dismissal

Disciplinary Procedure

1. Informal Resolution

- Wherever possible, minor issues should be resolved informally through constructive feedback and coaching. Managers are encouraged to have open discussions with employees to resolve concerns before escalating to formal procedures.

2. Formal Procedure

- **Investigation:** In cases of serious or repeated misconduct, an investigation will be conducted to gather all relevant facts. The employee involved will be notified and may be asked to provide a statement.
- **Disciplinary Hearing:** If the investigation finds evidence of misconduct, a formal disciplinary hearing will be scheduled. The employee will be informed in writing of the hearing details, including the allegations and any evidence.
- **Outcome and Action:** Based on the evidence, the disciplinary hearing may result in one or more of the following actions:
 - No action
 - Verbal Warning
 - Written Warning
 - Final Written Warning
 - Dismissal

3. Appeal

- Employees have the right to appeal any formal disciplinary decision. An appeal must be submitted in writing within 5 days of the receipt of the decision. The appeal will be reviewed by a different manager or senior leader who was not involved in the original disciplinary process.

Timeframes

- **Warnings:** Verbal and written warnings will remain active for [3 months] before they are considered spent, provided there are no further incidents of misconduct.
- **Gross Misconduct:** Cases of gross misconduct may lead to immediate dismissal without notice or pay in lieu of notice.

A handwritten signature in black ink, appearing to read 'N. Sharma'.



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Record-Keeping

All records relating to disciplinary matters will be kept confidential and maintained in the employee's personnel file for the duration of the active warning period. Once the warning has expired, it will be removed from the employee's record.

Policy Review

This policy will be reviewed periodically to ensure it remains compliant with legal standards and reflects the values of Aquarius Vision Works LLP.

N. Sharma