



Grievance and Disciplinary Procedures

Grievances

To Integer, teamworking means that:

- we share responsibility for pursuing the company's vision
- we work together as a team and in teams
- we communicate openly and honestly – sharing knowledge, listening as well as telling, explaining who as well as what
- we value each other's contributions, are quick to praise achievement and slow to blame
- we give and ask for help without hesitating
- we take great pride in not letting others down
- we treat each other fairly, with respect and consideration, recognising the importance of an individual's well-being in all respects of our working and non-working life
- we seek to delegate authority to those who do the job and we accept accountability for those things for which we are responsible

In the event that you, as a member of staff, are dissatisfied with any aspect of your employment it should immediately (or within 14 days of the occasion of the grievance) be brought to the attention of the company as follows:

1. Discuss the matter with your line manager. If this is not sufficient to settle the matter then you may, or at your request your line manager will, on your behalf, proceed to step 2.
2. Discuss the matter with a member of the senior management team. If this is not sufficient to settle the matter then you may, or at your request that member of the senior management team will, on your behalf, proceed to step 3.
3. Discuss the matter with the Managing Director, who will make the final decision. You will receive at least an initial response within ten working days. If, following an investigation, the Managing Director cannot agree with your complaint a full explanation will be given.

If your complaint cannot be resolved to your satisfaction and you feel that this is unreasonable, you may be able to appeal through an independent body. You may be required to pay a fee for this. Full details of how to do this will be provided on request.

Disciplinary Procedure

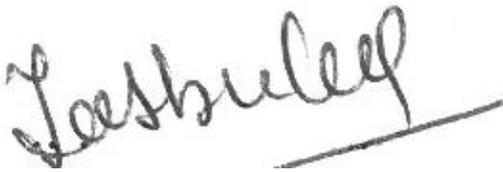
1. In the event of dissatisfaction with your work, conduct, time keeping or other aspect of your employment you may be given a verbal warning, a written warning or a final written warning according to the seriousness of the matter causing dissatisfaction.
2. In the event that you are given a verbal warning or a written warning and after a reasonable period we remain dissatisfied you may be given a final written warning and if we continue to be dissatisfied you may be given the minimum notice of dismissal to which you are entitled by virtue of the length of your employment.
3. In the event that you are given a final written warning and after a reasonable period we remain dissatisfied you may be given the minimum notice of dismissal to which you are entitled by virtue of the length of your employment.
4. In the event of gross misconduct (eg any very serious breach of your contract of employment such as theft) you may be dismissed without notice.

5. No disciplinary action will be taken until your case has been investigated. You will be notified in writing of the alleged conduct or characteristics, or other circumstances, which lead us to contemplate taking disciplinary action against you, and you will be invited to attend a disciplinary meeting. Before the disciplinary meeting takes place you will be informed what the basis is for the allegations made against you and you will be given a reasonable period to consider your response to that information. After the meeting you will be informed of any decision made.
6. Any one employee or representative of your choice may accompany you to any disciplinary meeting.

I have read and understand the above

<i>print name</i>	<i>signature</i>	<i>date</i>

Declaration: I will review and revise these procedures as necessary and at regular intervals:



Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 13 January 2023

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