

Private and Confidential

Shayne Munroe

DPA

22 September 2017

Dear Shayne

Disciplinary Hearing Outcome

I write to confirm the decision taken at our meeting, which took place on the 18th September following our meeting 6th September 2017 which I adjourned. The hearing was conducted by me and also in attendance was Michelle Fernandes as our Company Representative. You were offered the right to be accompanied and David Waldock attended as your workplace colleague.

The reason for this disciplinary hearing was to consider the question of disciplinary action against you, in accordance with the Company's disciplinary policy with regard to:

An allegation of an inappropriate conduct and language relating to actions at or outside of work which could bring the company into disrepute or affect your integrity with the Company. I will also give consideration to whether there has been an irretrievable breakdown of trust and confidence between the company and yourself.

At the hearing I concluded the following in relation to the allegation (s) detailed above:-

This is a reconvened disciplinary meeting that I adjourned on 6th September 2017. The purpose of the meeting was for me to hear details of an allegation that made against you of inappropriate conduct and behaviour towards detailing a on 22 April 2017 in accordance with the company's disciplinary policy.

The allegation is of inappropriate conduct in language relating to actions at all outside work which could bring the company into disrepute or affect your integrity with the company. I have also given consideration to whether there has been irretrievable breakdown of trust and confidence between the company and yourself.

The terms of reference were issued by the Centre Director Ben Saunders to investigate allegations of inappropriate conduct and behaviour by you DCO Shane Munroe a DCO Office on Clyde wing and stemmed from a complaint submitted by detainee: **D119** indicating that you were both aggressive and used inappropriate and offensive language towards him, at around 08:20 hours around Clyde wing office. Mr **D119** and yourself were in an argument, you were designated to duties on Clyde wing for that day and you were on duty with a number of other staff.

I do accept the **D119** is a challenging individual and has been involved in a number of raised concerns within the centre since the time he has been here. Statements from staff support that a verbal exchange

took place between **D119** and yourself. These reports indicated it was loud and both of you were using inappropriate and offensive language towards each other. Staff statements indicated you were shouting and screaming at each other and by your actions. This incident was not reported formally by incident reports on SIRs and there was no record on DAT.

I have considered all the evidence in this investigation and I have given you an opportunity to elaborate any further on this investigation and I have now all the facts and no further investigation is required in considering the outcome of this disciplinary action. The threshold is based on the balance of probabilities as a minimum standard and having considered all these facts and listened to what you have to say in response to these allegations, I have reasonable belief that the allegation of inappropriate conduct and behaviour towards a detained person is founded in line with our disciplinary rules, and that there was a breakdown of trust between an employer and an employee in the behaviour that you have displayed towards **D119**

I have also reasonably concluded that you have breached;

Detention Centre rules 41 Section 6 - No officer shall act deliberately in a manner calculated to provoke a detained person

Detention Centre rule 45 Section 5 - In managing detained persons all officers shall seek by their own example and leadership to enlist their willing cooperation

Detention Centre rule 45 Section 6 - At all times treatment of detained person shall be such as to encourage respect and a sense of personal responsibility and tolerance towards others

I find the behaviour that you displayed on that morning goes against our conduct procedures and our values as an organisation in acting with integrity and care. I would expect all staff that work within our centres to act professionally and with integrity and all our interactions with detainees. I am aware that on occasions we can become frustrated and angry but the fact is we must at all times act in a professional manner and to do otherwise is to put ourselves and our colleagues and our organisation at risk. I'm absolutely clear my expectation is that we never act inappropriately towards those in our care or towards each other even when we are provoked with poor behaviour that can be displayed from certain disruptive individuals in our care. We have procedures and protocols that are available to assist in dealing with poor behaviour that is displayed by them on occasions

Under the disciplinary policy your actions resulted in you being negligent in your actions towards a detained person. I have taken into account statements from staff and the detainees who have reported inappropriate and offensive language you displayed towards a detained person. It is not the expected behaviour of an officer and it is my reasonable belief that this did occur and the inappropriate conduct and behaviour towards a detained person took place and language used. These actions have taken place and your behaviour is in conflict with the code and conduct and company values. These behaviours are not accepted or tolerated within our organisation. In finding this proved this constitutes gross misconduct under the G4S disciplinary policy and you are dismissed from employment with G4S with immediate effect from the date of this meeting 18th of September 2017

In making my decision today I have taken into account the information contained within investigation report what you have said to me and your mitigating circumstances. I also take into account you also have a proven disciplinary finding against you for a similar offence.

You will receive payment for your basic salary from 1st September to 18th September.

You have the right to appeal this decision within 7 days of receiving the letter outlining your grounds of appeal to Len Hanford Interim Centre Director.

I have enclosed a copy of the notes taken at the hearing for your records.

Yours sincerely

Steve Skitt
Deputy Director
G4S Care & Justice Services (UK) Ltd