

**Strictly Private and Confidential**

Mr Stephen Webb



15 November 2017

**Re: Your employment with G4S Care and Justice Services (UK) Limited**

Dear Stephen

I write to confirm the outcome following our meeting, which took place on 9<sup>th</sup> November 2017 at the Arora Hotel. This meeting was conducted by myself, also in attendance was Michelle Fernandes, HR Advisor, as HR Representative. You were unaccompanied at this meeting.

You have been suspended from your employment as a Detention Custody Officer since 5<sup>th</sup> September 2017 relating to allegations resulting from the Panorama expose and you have been through a disciplinary process resulting in a final written warning being issued to you by G4S. At the time of your suspension the Home Office also took the decision to suspend your DCO certification and CTC. Following the disciplinary hearing you remained on suspension pending the decision with the Home Office regarding your DCO certification and CTC.

The reason for this meeting was to discuss that we had been informed by the Home Office that they have written to you on 3<sup>rd</sup> November to advise you of their decision to revoke your DCO accreditation for reasons provided within their letter. They have requested that if you wish to appeal their decision then to write to them directly to their address stated within their letter. I can confirm the Detention Services Certificate Director is Clare Checksfield if you wish to appeal directly to her.

At the meeting you stated that you received our G4S letter prior to receiving the letter from the Home Office. You explained you intended to appeal the decision. I explained to you that in view of the above matter, unfortunately I had no alternative but to terminate your employment with immediate effect on the grounds that, due to the decision from the Home Office to revoke your Security Clearance, you are unable to continue to work in your current role or any other role within Gatwick IRCs, therefore the company cannot reasonably be expected to continue to employ you.

You were advised that you could explore redeployment opportunities within the wider G4S business, in roles that did not require Home Office clearance and that support would be given to you if you wanted to pursue this. At the meeting you were provided with details of current G4S job vacancies within the West Sussex area, in addition you were advised to look for roles that interested you on the G4S jobs website.

Please find the link below to the careers website <http://ukjobs.g4s.com/> to apply directly. Please also advise Michelle Fernandes HR Advisor of your application so she can contact the relevant Recruitment Team to assist with your application where possible.

You also have the right to appeal the decision to terminate your employment with G4S. Should you wish to do this please submit your appeal details in writing to Lee Hanford Centre Director within the next 7 days.

Should your decision with the Home Office be overturned, please inform us as soon as possible so we can make the necessary arrangements to reinstate you on our system.

Please note that your final salary will comprise of basic pay from 1<sup>st</sup> to 9<sup>th</sup> November 2017 plus a further 4 weeks basic pay in lieu of notice in line with your contract together with a payment in lieu of accrued but untaken holiday to date. For your reference, our records show that you have accrued 242.4 hours of annual leave this year and you have taken 124 hours annual leave. Therefore 118.4 hours will be paid with your final pay.

You are reminded that, under your terms of employment, it has been and continues to be an obligation that you will not, either while working for the Company or after the termination of your employment, make use of or disclose to any other party any confidential information and trade secrets concerning the business of the Company and or the Group which you have acquired during the period of your employment.

Your P45 will be issued to you shortly after this.

Please contact Michelle Fernandes, HR Advisor to make arrangements for the return of any G4S property in your possession, including your uniform, to the Human Resources Department at Brook House IRC.

Yours sincerely,

**Steve Skitt**  
**Deputy Director – Gatwick IRCs**  
**G4S Central Government Services**