

Private and Confidential

Mr Zeeshan Qayum



20th October 2017

Dear Zeeshan,

Disciplinary Hearing Outcome

I write to confirm the decision taken at the disciplinary hearing, which took place on 11th October 2017. The hearing was conducted by me and also in attendance was Emiah Brown, as Company Representative.

You acknowledged that you had received 48 hours' notice in writing of this meeting and you chose to attend this meeting unaccompanied.

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:

The allegation is sleeping on duty on 02 August 2017

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

- You have acknowledged that you were found asleep on duty on the 2nd August at 11.00am by the Residential Manager Sara Edwards & DCM Darren Cook and you confirmed this within your investigation interview. You explained that you were waiting for IT support to return your call for 45 minutes.
- You explained that after you had been found asleep on duty that afternoon you approached Steve Skitt, Deputy Director to inform him that you had fallen asleep on duty and was found by Sara Edwards & Darren Cook. You explained on the 2nd August you left very early that morning and it took 2 and half hours to get to work as you were stuck in traffic on the M25 and as result of this you were tired on starting your shift.
- You stated that you had raised concerns about the length of time it takes you to travel to and from work prior to this incident to Steve Skitt, Deputy Director as your journey can take up to 3 to 4 hours. You also mentioned during a one to one with Steve Skitt that it was agreed that you could start work between 8.00am & 8.30am to avoid the traffic on your journey into work. You stated that you were due to meet with Steve Skitt further after you returned back from annual leave to discuss your concerns in more detail but this had not happened due to the BBC panorama programme.
- You said, that you were really struggling with the journey to and from work, admitted that you did fall asleep to Steve Skitt. You sincerely apologised for this and understand that this is gross misconduct. You said that you should have kept yourself busy while waiting for the call.
- You showed openness and honesty to this Investigation and Disciplinary Hearing

The disciplinary hearing meeting was then adjourned for me to make my decision.

On reconvening the meeting I explained in making my decision today, I took into account the information contained within the investigation report and the information you provided at the Disciplinary Hearing.

Based on the above, I took the decision to issue you with a written warning which will stay on your file for 12 months. Upon coming to this decision I acknowledged that you had previously spoke to Steve Skitt to raise your concerns about your journey travel time to try and seek a solution but a meeting was to be arranged later to discuss this further, you informed the deputy director that you were found asleep on duty, sleeping on duty is considered as serious gross misconduct, you were open and honest throughout the investigation and disciplinary hearing. You are advised that in the event of any repetition of this misconduct further disciplinary action may be taken against you up to and including dismissal. For the period that the warning is current, this warning will be taken into account at any disciplinary hearing arising from such circumstances.

I advised you to consider putting in an application to request flexible working & gave you the flexible working policy for your reference. I explained that should you require any support completing this application I would be happy to help. I recommended going forward if you felt tired you should step away from the office and to get some exercise.

You have the right to appeal this decision, which must be made in writing to Steve Skitt, Deputy Director at the address above, within 7 days of receipt of this letter.

Yours sincerely

Michelle Brown
Head of Security
Gatwick IRCs