

Disciplinary Meeting Notes –
BS Bonnie Sparks
SS Stephen Skitt
MF Michelle Fernandes HR Rep
Meeting Start 2.35pm
Meeting End 3.05pm

Introductions of staff present by Steve Skitt

SS: Thank you for coming. The reason for the meeting is we are carrying out a disciplinary hearing. Have you received the letter?

BS: Yes

SS: I am aware you have had mediation and as part of this process and nature of the allegation it is to be heard at this disciplinary hearing.

I wrote to you regarding the inappropriate language towards a DCO colleague. I am conducting the hearing with MF present to take notes and advise on HR process.

Do you understand?

BS: Yes

SS: You are entitled to be accompanied by a TU Rep and you have brought NS as your workplace colleague

NS: Yes

SS: Do you understand your role?

NS: Yes

SS: If you wish to adjourn at any point let me know – *both nod*

BS: Yes

SS: Are you happy to continue?

BS: Yes

SS: Have you had a copy of the report?

BS: Yes

SS: If anything comes up and you have not had it prior please say. It is my job to read the report and make recommendations. The reason is regarding the allegation of inappropriate language and conduct which occurred on 12 August 2016 in Clyde Wing Office. I will give you an open narrative for your view and the opportunity to raise anything that could have been part of the interview or any new information and offer mitigation. We will then adjourn on what has been said or seen.

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BS: I was helping with lock up as some staff had disappeared. I went and said I was here to help. I checked the locks. SM was saying something 'who does she think she is', I used language I shouldn't have used. She shouted back at me and threatened to smack me in the mouth and walked off with Teyron Evans.

SS: Did you call her a 'fucking cunt'?

BS: Yes

SS: What did you mean by this?

BS: I swear a lot, I didn't mean to cause offence

SS: Did you make any racist comments?

BS: No – nothing racist

SS: What was said back by SM?

BS: That she would smack me in the mouth

SS: Who started it?

BS: I did, I went to the office to have a go. I had to go back to visits and finish my own work

SS: There's nothing wrong with that. What were the responses?

BS: SM looked and rolled her eyes, SB and CS came and helped me.

SS: What else was said after SM reply

BS: Nothing else was said, she was walked off by TE

BS: The SIR was brought up in the fact find that something was written on the bottom

SS: I understand the SIRS are put on the public drive

NS: All staff do this

BS: We have no private drive

NS: There is no training in place, it is custom and practice.

SS: We are setting everyone up with a U Drive and will take it outside of here. I believe your SIR was doctored and SD deleted it

SS: Do you have any mitigation?

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BS: Nothing Racist was said. I shouldn't have done that and it was not meant in an aggressive way.

MF: BS has participated in successful mediation

NS: It was reported straight away and followed up the next day. I know she's not a racist and she swears a lot

Meeting Adjourned: 2.50pm

Meeting Reconvened: 3.05pm

SS: Are you content to carry on?

BS: Yes

SS: I have gone through the report and understand the reasons why you went to the office. However given what has occurred it has cost a considerable amount of management time and staff time and mediation because you chose the wrong words to say. Things have to be investigated. I do not condone swearing it is derogatory. You had a couple of options to raise with managers or deal with it at a later date. It is not in support of the G4S code of conduct and values. You have been open upfront, honest and taken part in the mediation process. Initially this was considered as dismissal territory and in considering the above I am issuing a written warning valid for 12 months from today and for you to attend an Acting Inclusively course.

You have the right to appeal 7 days from receipt of the letter.

The Home office will be informed of the outcome from today and your G4S suspension is lifted. They will consider reinstating your accreditation. We will let you know asap about your return to work.

Meeting End 3.10pm