

Strictly Private & Confidential

Babatunde Fagbo



26 April 2017

Dear Babatunde

SUSPENSION FROM DUTY

I am writing further to the meeting held today, 26 April 2017 with myself at Gatwick IRCs.

You are advised at this meeting that the company has become aware of an allegation which, if proven, could be deemed to be an act of gross misconduct under the Company's Disciplinary Policy.

The suspension is in relation to an allegation of inappropriate conduct towards a detainee.

This is considered to be a serious allegation which requires further investigation and could lead to your dismissal from employment. In view of the allegation, the decision has been made to suspend you on basic pay, effective from today, pending an investigation into this matter. Please note that we reserve the right to change or add to this allegation as appropriate and in light of the investigation.

I would like to make it clear to you that in suspending you there is not a presumption of guilt. It is a precautionary measure and the Company have made no pre-judgement about the allegation. The company will investigate the allegation and you will be required to attend a meeting where you will be given every opportunity to give your version of events.

During your suspension, you should not contact any employees of the Company or any other member of staff contracted through other organisations to work at G4S sites with the exception of Caz Dance-Jones on DPA or DPA should you require welfare support. In addition you may contact your Union and the Company's Employee Care Scheme on DPA DPA

Further, you should not attend the Company premises without the company's prior consent. Should you act in breach of this requirement, this may be considered a refusal to obey a reasonable instruction and may lead to further disciplinary action to be taken against you.

During your suspension, you should not contact any employees of the Company either in person or electronically including Social Network sites.

In addition, if you wish to take annual leave during the period of your suspension, this must be authorised in advance in the normal way by contacting the person named below as your point of contact. Any annual leave you have already booked will remain booked unless you cancel it in advance and remain available to us during this time.

Enclosed for your information is a copy of the Company's Disciplinary Policy and Procedure.

Caz Dance-Jones Operations Manager will be your point of contact within G4S during your suspension. Whilst Caz will not be able to discuss the details of the investigation with you, please feel free to contact her, if you need any help or support. If you could contact Caz on a weekly basis from today she will update you on the investigation and answer any questions you may have.

We anticipate that your suspension will last initially for 5 weeks, when the terms of the suspension will be reviewed, and consideration given to whether the suspension can be lifted. Caz Dance-Jones will keep you updated with this.

In the meantime, you are required to be available to attend a further investigation meeting, and to discuss any issues with the Investigation Officer upon reasonable notice.

Yours sincerely,

Juls Williams
Residential Manager
Gatwick IRCs

Enc: Disciplinary Policy
Employee Care Scheme

Cc Centre Director
HR