

Private and Confidential

Shayne Munroe



22 December 2016

Dear Shayne

Disciplinary Hearing Outcome

I write to confirm the decision taken at the disciplinary hearing, which took place on 1st December 2016. The hearing was conducted by me and also in attendance was Michelle Fernandes, as Company Representative.

You chose to attend this meeting accompanied by Conway Edwards work place 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:

The allegation of inappropriate language and conduct towards a DCO colleague

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

- You have admitted you did use inappropriate language to a colleague
- You understand the expectations of your role and the behaviour required in line with G4S values and Code of Conduct
- You understand the implications of your actions and seriousness of the situation
- You showed openness and honesty to this Investigation and Disciplinary Hearing
- You have participated in a mediation process with your colleague

You and your representative raised a number of concerns of which I acknowledged and addressed within this meeting with actions I will follow up separately to this hearing.

In making my decision today, I took into account the information contained within the investigation report, the information you provided at the Disciplinary Hearing including any mitigating circumstances and your previous disciplinary record with the Company.

You have been open upfront, honest and taken part in the mediation process. I wish to emphasis the seriousness of the allegation and that it initially this was considered as dismissal territory.

Based on all the above I am issuing a written warning valid for 12 months from today and for you to attend an Acting Inclusively course. For the period that the warning is current, this warning will be taken into account at any disciplinary hearing arising from such circumstances.

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

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

Yours sincerely

Stephen Skitt
Deputy Director
Gatwick IRCs