

Private and Confidential

Steve Dix



13 February 2017

Dear Steve

Disciplinary Hearing Outcome – Reprint with hearing date amendment

I write to confirm the decision taken at the disciplinary hearing, which took place on 20 January 2017. The hearing was conducted by me and also in attendance was Michelle Fernandes, as Company Representative.

You chose to attend this meeting accompanied by [Name Irrelevant] as your Trade Union Representative.

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 conduct towards a G4S colleague on suspension

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

- You deleted the SIR from the Public Folder and placed it on your own drive
- You have admitted you did print an SIR and pass it to a colleague on suspension via the letterbox
- The SIR is a protected document and should not leave the Site with permission from myself
- 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 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.

I wish to emphasis the seriousness of the allegation and that it initially this was considered as dismissal territory. I want to emphasise the seriousness of the document going out and I do take into account doing the right thing and accept what you told me. However the issue of printing and taking it to her home is strange and I have not come across this before.

I have an expectation that managers in their role will come across things and act accordingly. You did the right thing of deleting it off the drive however you should have reported up. This meant it could have been further investigated as to who has doctored it at that time. The SIR should not have left the centre without my permission. I authorise it these documents to leave the site to go to the police through a secure network. It is a serious breach and it is my role to protect the Centre, G4S Organisation and Home Office. Your actions could have put a number of people and parties involved at vulnerability and risk.

Based on all the above I am issuing a written warning valid for 12 months from the date of the hearing. 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.

Yours sincerely

Steve Skitt
Deputy Director
G4S Care & Justice Services (UK) Ltd