

Meeting Start 11.05am

Introductions of staff present by Steve Skitt

SS: Thank you for coming. We are here for a formal disciplinary hearing. MF is here for advice and notes. You are entitled to have a TU Representative and Workplace Colleague and  is here. The purpose of this hearing is the allegation which has come out of the investigation. Do you understand why you are here?

SD: Yes

SS:  Do you understand your role?

Yes

SS: Have you received a copy of the report?

SD: Yes

SS: If at any time you wish to adjourn let me know

SD: Ok

SS: The background is that an investigation was carried out by Dan Haughton which you were interviewed for

SD: Yes

SS: 2 DCOs had an altercation and as a result were both suspended whilst an investigation was carried out. You were interviewed on two occasions. The information within this warrants a hearing where we look at the issues.

It's an opportunity for you to provide further information. The allegation is the inappropriate conduct towards a colleague on suspension. It could be deemed gross misconduct and this was considered however we are viewing this as serious misconduct and the award could be up to a final written warning. You were interviewed SD and you printed an SIR and delivered this to BS home, that's where we are.

SD: It was brought to my attention it was on the common drive and people were looking at it. I deleted it off the common drive and moved it to my user drive. I noticed it was doctored. I didn't know what was happening with BS was going to an investigation etc so I printed it off and put it through her letter box. I didn't know if anything else had been doctored.

I thought she had a right to know.

SS: Why?

SD: There were 2-3 lines at the bottom and I didn't know if her report had been doctored

SS: I find this most unusual. Were you aware they were not on duty/suspended?

SD: Yes I was aware

SS: There are a number of factors to take into account, contact with anyone here or on G4S Sites. Are you aware of it?

SD: I have not been suspended so not aware fully

SS: You are aware and you are not allowed contact with staff that are suspended?

SD: Yes – I didn't know what was happening. I didn't know if there was an investigation taking place

SS: Logic will tell you

SD: Yes

SS: Did you report this?

SD: I didn't know who to approach. I didn't know JW was her point of contact

SS: Did you think to ask?

SD: I don't know about the processes for an SIR, I don't know the right way to go about it.

SS: Do you understand the document and SIR fall under protected documents. An Sir is an official sensitive document.

SD: I know they are password protected but I have not worked in Security

SS: But you don't have to. Each one has its own restrictions

MF: It is deemed Company Property and you require permission to take it offsite, anything with G4S.

SS: For example you hear of MPs that have lost sensitive data on trains

MF: It is there for a purpose and used for that purpose only

SS: We would never allow for an SIR to go offsite. There are a number of serious issues and due to the nature of it is considered gross misconduct. You have taken it to the author. What would happen if it was then thrown in the bin? And then it got picked up from the bin? It does happen. The procedures should be adhered too. If I couldn't find that SIR I have to report it up and it goes through the Home Office and MOJ.

How did you know it was doctored?

SD: 2-3 lines were at the bottom?

MF: Typed?

SD: Yes

SS: That's even more emphasis to have handed it in and get it investigated. If it had been reported then IT could have had a look who had done this.

Why her home? Bearing in mind she was suspended

SD: I didn't want to get involved

SS: Do you live near?

SD: ½ hour away

SS: So you have printed this and driven 1/2 hour away

 adjourns meeting 11.18am

Meeting Reconvened 11.26am

SS: What were you hoping to achieve?

SD: If it made a difference to someone. I didn't want to get anyone else in trouble. I saw something and didn't know how to go about it. In hindsight I can see where I have gone wrong.

SS: I know you reasonably well. I am struggling to understand how you can print an SIR and drive half an hour away when you should have reported this up. If you are unsure you always ask. You always ring me up when I'm DD and ask so I am struggling to understand this.

SD: I can't answer it, I do ask questions. I have not found myself in this situation.

SS: Did you have any conversation with BS about the SIR?

SD: No

SS: So she's picked up an envelope found the SIR - how would she know about it?

SD: I don't get it

SS: If at home and picked it up she would know it's from Steve Dix?

SD: I don't know what she would have thought. First time in the situation and see it has wider implications. I did what I thought was right

SS: I wouldn't expect manager to think like this

SD: I admit it and moving forward will do everything I can

MF: Did BS contact you at all?

SD: No I haven't phoned, texted or seen socially

SS: Anything else?

MF: No

SS: Anything else you want to say SD?

SD: I didn't class putting through the door as contact; it didn't involve meeting or speaking up

SS: Why didn't you use the post?

SD: It's safer to drop it in

MF: The inappropriate conduct covers all the actions involved not just putting it through the door, but printing it off

SS: Did you speak to anyone else?

SD: JW approached me

SS: timescales?

SD: After I gave it, a few days.

Name Irrelevant I think SD was trying to be a good Samaritan and it has backfired. I have known him for 6 years and he is a caring person and will help people and misjudged it.

SS: Anything else?

SD: No

Meeting Adjourned: 11.35am

Meeting Reconvened: 11:45am

SS: I want to emphasise the seriousness of the document going out. I take into account doing the right thing and accept what you told me. 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 you did the right thing of deleting it off the drive however you should have reported up. It is expected an SIR from you and didn't raise it through the right channels and it shouldn't have left the Centre. Permission is required. The only time it goes off site is when I authorise it to go to the police through a secure network. It is a serious breach and I have to protect the Centre, Organisation and Home Office.

I have listened and read the investigation and you didn't carry out procedures and it shouldn't have gone out to a member of staff particularly one who is suspended. I am issuing a written warning valid for 12 months. You have the right of appeal within 7 days of receiving the letter.

The matter is concluded

Meeting End 11.48am

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of Meeting Name

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

HR Rep Name