

Strictly Private & Confidential  
Charlie Francis



25 August 2017

Dear Charlie

**Re: PRECAUTIONARY SUSPENSION FROM DUTY**

I write further to our meeting today, Friday 25<sup>th</sup> August 2017. The purpose of this meeting was to inform you that we have been notified that Panorama are airing an expose and you are sited as being involved. It has been decided that precautionary suspension of full pay is now appropriate with immediate effect.

We reserve the right to change or add to these allegations as appropriate and in light of our investigation.

This suspension does not imply guilt, that disciplinary action will follow or that you have committed an act of gross misconduct. Your suspension will be reviewed two weeks from today and on a regular basis thereafter. We will keep the matter under review and will aim to make the period of suspension no longer than is necessary.

As part of the investigation, arrangements may be made for you to attend an investigation interview. We will contact you in due course if this is necessary. At this meeting you would have the right to be accompanied, either by a work place colleague or a Trade Union representative.

Once the investigation is completed you will be advised as to whether formal disciplinary action will be taken.

You will continue to be employed by us throughout your suspension and you remain bound by your terms and conditions of employment. You are required to co-operate in our investigation and may be required to attend the workplace for investigative interviews or disciplinary hearings.

The condition of your suspension is that you must not enter any G4S premises or any premises where G4S undertake work, and you must not discuss this matter with any existing or previous G4S members of staff, without my authority.

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.

Michelle Fernandes HR Advisor will be your initial point of contact within G4S during your suspension. Whilst she will not be able to discuss the details of the investigation with you, please feel free to contact her on [REDACTED] if you need any help or support. Likewise, she will be in contact with you periodically, as part of the support structure.

The company does recognise that any period of suspension can be an unsettling and difficult time. To this end, I have enclosed details of the twenty-four hour Employee First Assist Care Scheme and would encourage you to contact them if you feel it necessary on 0800 917 9330.

Yours sincerely

**Ben Saunders**  
**Centre Director**  
**Gatwick IRCs**

---

Enc: Disciplinary Policy  
Employee Care Scheme

Cc: Centre Director  
HR