

PRIVATE AND CONFIDENTIAL

Safir Ahmad

DPA

14th September 2017

Dear Safir,

Disciplinary Hearing Outcome

I write to confirm the decision taken at the disciplinary hearing, which took place on 13th September 2017 in my office. The hearing was conducted by me and also in attendance was Emma Picknell, HR Administrator, as Company Representative.

You chose not to be accompanied by a workplace 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 a door being left unsecured.

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

That you had left the Religious Affairs office door left unsecured on 9th August 2017.

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

Based on the above, I took the decision to issue you with a verbal warning which will stay on your file for 6 months. You are advised that in the event of any repetition of this misconduct further disciplinary action may be taken against you up to and including dismissal. 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 Steve Skitt – Deputy 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

Michelle Brown
Head of Security
Gatwick IRCs