

**Private and Confidential**

Ms Teyron Evans



18 July 2017

Dear Teyron

**DISCIPLINARY HEARING OUTCOME**

I write to confirm the decision taken at our meeting, which took place on 4<sup>th</sup> July 2017 at Brook House. This meeting was conducted by myself and also in attendance was Emiah Brown as Company Representative. You chose to bring Joe Marshall as your representative.

The reason for this meeting was to consider the question of disciplinary action against you, in accordance with the Company's Disciplinary Procedure. The allegation against you was that;

- The allegation is that you left a door unsecured on the 7<sup>th</sup> November and the 15<sup>th</sup> November 2016

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

- I acknowledged that this meeting has taken a long period of time to rearrange due to your sickness absence and seeking guidance from occupational health.
- We discussed that the reason behind your keys being removed after the incidents and that you were required to attend key talk training before being reissued keys.
- We discussed the two separate occasions on the 7<sup>th</sup> November and 15<sup>th</sup> November where a door was left unsecured and the findings for each within the investigation report.
- The details of events leading up to the incident and after on both occasions which we broke down and discussed step by step. Please refer to notes enclosed

- You were offered the opportunity to present any mitigation and describe the details around the summary of events that occurred on the 7<sup>th</sup> November and 15<sup>th</sup> November (enclosed in your statement). In which I gave responses to explain the reasons behind:
  - How the investigation was commissioned but both incidents were investigated and summarised within one investigation report.
  - Why no other staff members were called to be investigated.
- CCTV confirms you did not check the doors were secure.
- You have acknowledged that you did leave the door unsecured on the 7<sup>th</sup> November and the 15<sup>th</sup> November
- You understand the implications of your actions and the severity of the security breach and apologised for this.
- Within your letter you stated that this had never happened before and you were shocked to discover you had left the doors unsecured and you said this was due to human error.
- You explained you understand the process of securing doors
- You knew the expectations of your role and the requirements in securing doors within the Gatwick IRCs
- You understand the implications of your actions and the severity of the security breach#
- You showed openness and honesty to this Investigation and Disciplinary 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 and your previous disciplinary record with the Company. I have also taken into account your letter you sent to me regarding your occupational health meeting on the 10<sup>th</sup> of March along with the Occupational health report.

Based on the above, I am therefore issuing you with a written warning with effect from 4<sup>th</sup> July 2017 which will remain on your file for a period of 6 months. As well as the sanction I would like to receive training from your line manager so you are clear of your responsibilities on wing during role count and can talk through the normal line of duties, locking up on the wing. It will also give you an opportunity to ask any questions.

You were advised that, in the event of any repetition of this misconduct, or any other misconduct or unsatisfactory performance by you, further disciplinary action will be taken against you, up to an

including dismissal. For the period that it 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, **fully stating your grounds for appeal**, to Ben Saunders, Centre Director at the address above, within 7 days of receipt of this letter.

The copy of the typed notes taken at this meeting are attached.

Yours sincerely

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