

Private and Confidential

Ben Opoku



06th September 2017

Dear Ben

Disciplinary Hearing Outcome

I write to confirm the decision taken at the disciplinary hearing, which took place on 27 September 2017. The hearing was conducted by me and also in attendance was Michelle Fernandes, as Company Representative.

You chose to attend this meeting with Terisha Crepin as your workplace colleague.

At this disciplinary hearing, the question of disciplinary action against you, in accordance with the Company's disciplinary policy was considered with regards to your conduct (including words, actions and omissions) in particular (but not limited to):

- **Failing to follow the correct procedures relating to a detainee who attempted to self-harm which occurred on 04 July 2017**

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

- The detainees rooms mate called for you, saying "he's trying to hurt himself"
- You pressed your personal alarm to summon assistance
- You confirmed you saw the detainee lying on the floor but saw him speaking to his room-mate and as such assumed he was not in medical distress
- You knew the expectations of your role and the requirements in administering First Aid for the preservation of life
- You were aware of the detainee and as he was a wing cleaner you knew he posed no threat to prevent you from entering the room
- You have acknowledged that you should have gone into the room and attended to the detainee
- The CCTV shows you remained at the room door of the room during this incident
- You showed openness and honesty at this disciplinary hearing
- You have 9 years service as a DCO with no previous disciplinary record

In making my decision today, I took into account the information contained within the investigation report and the information you provided at the disciplinary hearing.

Based on the above, I took the decision to issue you with a written warning which will stay on your file for 12 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.

I will arrange a First Aid Training fresher for you.

You have the right to appeal this decision, which must be made in writing to Lee Hanford Centre 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

Signature

Sarah Newland
Head of Tinsley House, Borders & PDA
Gatwick IRCs