

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

Purpose

The purpose of this policy is to outline the procedures for managing disciplinary issues. It ensures fair and consistent treatment of all employees while complying with relevant UK employment legislation.

2. Scope

This policy applies to all employees of Trident, including full-time, part-time, and fixed-term employees.

3. Principles

- **Fairness:** Disciplinary actions will be conducted fairly and consistently.
- **Investigation:** Thorough investigations will precede any disciplinary action.
- **Right to Representation:** Employees have the right to be accompanied by a colleague or trade union representative at formal disciplinary meetings.

4. Categories of Misconduct

Gross Misconduct: May lead to dismissal without notice. Examples include:

- Theft
- Fraud or falsification of records
- Physical violence or serious threats
- Serious bullying or discriminatory behaviour
- Grossly indecent or immoral behaviour
- Deliberate damage to property
- Serious insubordination
- Misuse of Company property or software
- Bringing the employer into serious disrepute
- Being unfit to work due to drugs or alcohol
- Serious negligence
- Breach of confidentiality or non-solicitation clauses
- Serious health and safety violations
- Serious breach of computer policies
- Unauthorized presence or work for personal gain

- Severe comments on social media impacting the Company
- Abuse of customers
- Bribery
- Smoking in prohibited areas
- Failure to attend appointments without notice
- Serious breach of confidence

Serious Misconduct: May justify a final written warning without prior warnings. Examples include:

- Leaving work without authority
- Insubordination (not wilful)
- Failure to report property damage
- Rudeness or persistent breaches of procedures
- Neglect of duty

Misconduct: Includes less severe breaches that may result in a verbal or written warning. Examples include:

- Persistent lateness or absence
- Minor breaches of procedure
- Sub-standard performance
- Verbal abuse or aggression

5. Disciplinary Procedure

1. **Investigation:** An investigation will be conducted to establish the facts.
1. **Notification:** Employees will normally be notified in writing of the allegations and given at least 24 hours to prepare for a disciplinary hearing. Where an employee does not have reasonable access to email or other written communications, notification may be given by telephone. The Company will make a written record of the call and, where practicable, confirm the details by text message, WhatsApp or letter. The employee will be informed of the allegations, possible consequences and right to be accompanied.
2. **Hearing:** Employees will have the right to be accompanied by a colleague or trade union representative. The hearing will address the allegations, allow the employee to respond, and review evidence.
3. **Decision:** The outcome will be communicated in writing, detailing any actions such as a verbal warning, written warning, final written warning, or dismissal.
4. **Appeal:** Employees can appeal the decision within 7 days of receiving the outcome. Appeals will be reviewed by a different manager or panel, and the decision will be final.

6. Stages of Disciplinary Action

- **Stage One – Verbal Warning:** For minor issues, a verbal warning will be issued, noted on the personnel file for up to 6 months.
- **Stage Two – Written Warning:** If no improvement follows a verbal warning, or for serious issues, a written warning will be issued, noted for 12 months.
- **Stage Three – Final Written Warning:** Continued issues or serious misconduct may lead to a final written warning, noted for 12 months.
- **Stage Four – Dismissal:** If standards are not met or further misconduct occurs, dismissal may be considered, with reasons and termination date provided.

Other Sanctions: Demotion, salary reduction, or suspension without pay may be considered as alternatives to dismissal.

7. Records

Records of disciplinary actions will be kept confidential and stored in accordance with data protection regulations.

8. Additional Provisions

- **Protection from Retaliation:** Employees are protected from retaliation when facing disciplinary action.
- **Compliance:** This policy aligns with UK employment law and will be reviewed regularly to ensure compliance.

12. Contact Information

For more information or to report an incident, please contact: **Martina Oyite – Chief People Officer** at 07703 808 121 or martina.oyite@statom.co.uk

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027