MACINNES BROS LTD

BUILDING, CIVIL ENGINEERING & BUILDERS MERCHANT

Disciplinary Policy Statement

January 2026

DISCIPLINARY POLICY STATEMENT

In order for the company to maintain high standards of operation, customer service and health and safety, we have adopted a formal procedure for dealing with misconduct by employees.

In cases of misconduct, the company's disciplinary procedure will apply.

Disciplinary procedure - The Company wishes to ensure high standards from its employees. The Disciplinary Procedure enables the Company to take appropriate action against personnel where their performance or conduct is unsatisfactory. However, the Company abides by a number of principles to ensure that any employee subjected to disciplinary action receives consistent and fair treatment.

Principles - Any complaint made will be fully investigated and no disciplinary action will be taken until the individual had been informed of the nature of the complaint and given the opportunity to make representations at a disciplinary meeting.

The individual will at all times have the right to be accompanied by a work colleague or full time trade union representative of your choice at any disciplinary or appeal meeting.

Whilst the Company will make all reasonable efforts to ensure that the individual is present at any disciplinary hearing, in case of absence exceeding seven days then the Company may hold the hearing in your absence, in which case you may make written representations.

Wherever possible the Company will use its best endeavours to keep all details relating to any disciplinary investigation or procedure confidential.

The Procedure

Stage 1 — Verbal Warning

If the individuals conduct or performance has been unsatisfactory they will normally be given a formal verbal warning and will be informed of the reason for the warning. A note of the verbal warning will be kept on file but will be considered "spent" for disciplinary purposes after a period of 6 months unless, otherwise specified.

Stage 2 - Written Warning

If a serious disciplinary matter occurs or if there has been a failure to improve following a previous verbal warning, the individual will be given a formal written warning. The written warning will give details of the complaint; the improvement required from the individual and the period in which it has to be achieved it will also warn that a final written warning may be issued if there is no satisfactory improvement within the required period and will advise of the right to appeal. A note of the warning will be kept on file but will be considered "spent" for disciplinary purposes after 12 months, unless otherwise specified.

Stage 3 — Final Written Warning

If there is insufficient improvement following a written warning or if there is misconduct that is serious enough to warrant only one written warning, a final written warning may be given.

This will give details of the complaint and will warn that dismissal, or some other action short of dismissal, may result if there is no satisfactory improvement within a particular period: It will also advise of the right to appeal. A note of the warning will be kept on file but will normally be considered "spent" for disciplinary purposes after a period of 12 months, unless otherwise specified.

Stage 4 — Dismissal

If the individual fails to meet the standards required, or if there is gross misconduct, dismissal will normally result. A decision to dismiss can only be taken by the *Ewen P MacInnes.* As an alternative to dismissal and at the employer's discretion, the company may demote the individual. If the Company is considering dismissal, demotion or any other action short of dismissal, the individual will be given a written statement prior to the formal disciplinary meeting, setting out the reasons for the proposed course of action. The issues will be fully discussed at the meeting and the individual will be informed in writing of the outcome.

If the individual is dismissed, they be provided with written reasons for dismissal, the date of employment termination and details of any notice pay to which the individual is entitled to. The individual will also be informed of their right to appeal.

If the individual is demoted, they will be entitled to the salary and other terms and conditions of employment appropriate to the position to which you have been demoted and have a right of appeal against demotion.

Please Note: that the Company reserves the right to enter this procedure at any stage, if misconduct warrants such action.

Gross Misconduct

The following is a non-exhaustive list of examples that are normally regarded as gross misconduct:

- Theft, fraud, deliberate falsification of records
- Physical violence including fighting and assault on another person
- Deliberate damage to Company property or property belonging to any employee
- Serious incapability through alcohol
- Abuse of drugs
- Negligence which causes significant loss, damage or injury
- A serious act of insubordination
- Serious failure to follow the health and safety rules of the Company
- Failure to notify the Company of a serious and immediate danger to health or safety
- Serious misuse of the Company's computing, telephone or postage facilities
- Sexual, racial or disability harassment
- Disclosure of confidential information
- Dishonest use of the Company's property or name
- Bringing the Company into disrepute

If gross misconduct is alleged against an individual, the Company may suspend them pending investigation of the matter. A written statement prior to the formal disciplinary meeting will be provided which will set out the reasons for the proposed course of action. The issues will be fully discussed at the meeting and the individual will be informed in writing of the outcome. If following investigation and after a full disciplinary meeting, the Company is satisfied that there has been gross misconduct; the outcome will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

The individual has the right to appeal against any warning, demotion, suspension or disciplinary dismissal within five working days. Ewen MacInnes will hear all appeals.

The individual will be informed in writing of the date of any appeal and will be entitled to bring a colleague or a full time trade union representative with you to the appeal hearing. Ewen MacInnes may decide the matter at the hearing or adjourn the hearing for further investigation or for further consideration. The individual will be informed of the outcome of any appeal hearing, in writing, as soon as possible and such decision is final.

Signed: Managing Director Date: 09.01.26