



## *DISMISSAL POLICY*

### *1. DISMISSAL POLICY*

This Policy will apply where the Company is proposing to dismiss an employee, other than in circumstances where the Discipline and Capability Policy applies or is adopted or where Regulation 4 of the Employment Act 2002 (Dispute Resolution) Regulations 2004 applies.<sup>1</sup>

Where the Dismissal Policy applies the Company will:

1. Set out in writing the circumstances, which lead the Company to contemplate dismissing the employee. This statement will be sent to the employee and the employee will be invited to attend a meeting with his manager to discuss the matter.
2. The Company will invite the employee to a hearing at a reasonable time and place where the matter can be discussed. The employee must take all reasonable steps to attend. After the meeting the manager will inform the employee of his/her decision and (if applicable) offer the employee the right to appeal against the manager's decision.
3. If the employee wishes to appeal, he/she must inform The Personnel Manager in writing. The Company will invite the employee to attend an appeal hearing. Where possible, the appeal hearing will be conducted by a more senior manager than the dismissing manager. The employee must take all reasonable steps to attend. After the appeal hearing the employee will be informed of the decision.

---

<sup>1</sup> Regulation 4 of the Employment Act 2002 (Dispute Resolution) Regulations 2004 covers some collective redundancies, dismissal then re-engagement in certain circumstances, industrial action dismissals, constructive dismissals, some dismissals where the employer's business suddenly ceases to function and all employees are dismissed, dismissals where continued employment of the employee would contravene a legal duty or restriction and where at the time of dismissal the employee is covered by a dismissal procedures agreement.