

## Grievance & Disciplinary Procedure

If a Temporary Worker has any grievance relating to a work assignment, the matter should be raised initially with the Client's Manager/Supervisor. If the Temporary Worker is unable to obtain a satisfactory response to the grievance, the matter should be referred to the Mane Contract Services Manager for consideration.

The following list of Rules is for general guidance. Each case will be judged on its individual merits.

Summary dismissal (without notice or pay in lieu of notice) may be necessary in case of gross misconduct. The following are examples of offences which will normally result in summary dismissal:

- Violent, dangerous or irresponsible behaviour
- Serious breach of health and safety rules
- Theft or any other criminal offence
- Contravention of the Mane Contract Services Drugs and Alcohol Policy (a copy of the Policy and further information is attached in Appendix C to this Booklet)
- Falsification of competence certification

The following may be regarded as cases of general misconduct:

- Poor application to work
- Poor time keeping
- Disruptive conduct
- Wearing of dirty high visibility clothing

The first instance of general misconduct will generally result in a verbal or written warning. Repetition could lead to further warnings or dismissal.

The Temporary Worker may appeal against disciplinary action in accordance with the Grievance procedure, a copy of which can be obtained from the Mane Contract Services Ltd.