

IMPORTANT NOTICE

This is an extract from Lancaster Training Services Ltd

COMPLAINT/GRIEVANCE, DISCIPLINARY & DISMISSALS PROCEDURE

This procedure can be found at S:\STAFF Policies, Training & PDF\Grievance Disciplinary Complaints Procedure.doc and in the Staff policies portal on our website

iii) **Gross Misconduct**

Gross misconduct covers deliberate actions by employees that are reckless, careless or result from conduct which injures, damages, or interferes with the running of the Company's business or property or employees of the Company.

Examples of such offences are: (The list is not exhaustive)

- i) *Failure to observe the provisions of law relating to the operation of the company's vehicle fleet.*

And

Gross Misconduct

If, after investigation, it is confirmed that an employee has committed an offence of gross misconduct, the normal consequence would be dismissal.

PLEASE ENSURE THAT TRAINEES HAVE THE CORRECT CATEGORY OF LICENCE BEFORE ALLOWING THEM TO DRIVE OUR VEHICLES – ANYONE FAILING TO DO THIS WILL BE DISCIPLINED



Richard W Little – Chairman

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