

1st Defence Medical LTD.
DISCIPLINARY AND GRIEVANCE POLICY

04/12/2025

Table of Contents:

- 1. Unacceptable Behaviour**
- 2. Disciplinary Process**
 - 2.1 Major Infractions**
 - 2.2 Minor Infractions**
 - 2.3 Right to a Second Person During Disciplinary Meetings**
- 3. Grievance Procedure**
 - 3.1 Raising a Grievance**
 - 3.2 Investigating a Grievance**
 - 3.3 Resolution**
- 4. Policy Delivery**
- 5. Policy Review**

1st Defence Medical Ltd.

Disciplinary and Grievance Policy

1.0 Unacceptable Behaviour:

Unacceptable behaviour will be defined as any action taken by an employee or subcontractor that is in violation of Policies and Procedures, or that is in breach of their Independent Sub Contractor Agreement.

2.0 Disciplinary Process:

2.1 Major Infractions:

The disciplinary process for major infractions of Policies and Procedures, or Independent Sub Contractor Agreement will be immediate dismissal. This will occur should the action place the individual, general public, patients, staff/contractors, or 1st Defence Medical Ltd at risk.

Major infractions shall be defined as any action that places another individual at risk of loss or harm, or 1st Defence Medical Ltd at risk of lawsuit, loss of reputation, loss of customer, or loss of staff members/subcontractors. Theft of medical supplies or property of 1st Defence Medical Ltd, bullying/threatening or racist behaviour, will be grounds for immediate dismissal.

2.2 Minor Infractions:

Minor infractions will involve a verbal warning. Should the action be repeated a written warning shall be issued. Upon a third offense of the same nature, a final written warning shall be issued. Should the employee or subcontractor have any further violations immediate dismissal shall occur.

Minor infractions shall be defined as violations of dress code, being late for a shift with justifiable reason given, or any action that does not place another individual, or 1st Defence Medical Ltd at risk of loss or harm.

2.3 Right to a Second Person During Disciplinary Meetings:

If a disciplinary meeting is conducted, the employee or sub contractor shall have the right to have an appropriate person present at all times with them during the meeting.

3.0 Grievance Procedure:

Should an Employee or Independent Sub-Contractor feel that disciplinary actions have been conducted improperly, or unfairly, or that they have been unfairly dismissed, they have the right to raise a grievance.

3.1 Raising a grievance

Formal grievances must be raised in writing to 1st Defence Medical Ltd. within a timely manner. The grievance must be identified, and details given of why you feel that the decision was unfair, so that it can be properly investigated.

3.2 Investigation of Grievances

When a grievance is received in writing it shall be investigated in full. This may involve speaking with anyone else who was involved, and requesting any relevant evidence to collaborate claims made.

3.3 Resolution

All claims of grievance will be investigated in a timely manner to ensure resolution is reached as quickly as possible. The claimant will receive a response detailing findings of investigation and resolution in writing.

4.0 Policy Delivery:

Our policy will be executed through decisive action that encourages a culture of open communication. Policy will be made available to all staff members and subcontractors, and posted on our website for accessibility.

5.0 Policy Review:

This policy will take immediate effect and will be subject to ongoing review and amendment as necessary.

Christopher Lee

Director, 1st Defence Medical Ltd.

04/12/2025