

Disciplinary Policy

Capital Sky Ltd expects all employees to comply with site rules, regulations and the established operating procedures set out by the Company. We are committed to maintaining high standards of conduct, safety and professionalism across all operations. This policy sets out the procedure that will be followed when an employee's conduct or behaviour falls below the standards expected. It ensures fairness, consistency and compliance with the [ACAS Code of Practice on Disciplinary and Grievance Procedures](#). The policy applies to all employees of Capital Sky Ltd.

Principles

Capital Sky will ensure that disciplinary matters are managed promptly, fairly and consistently. No disciplinary action will be taken until the case has been fully investigated and the employee has been informed of the allegations and given the opportunity to respond. Employees will always have the right to be accompanied at any formal disciplinary meeting by a work colleague or trade union representative. Any disciplinary action taken will be proportionate to the nature and seriousness of the misconduct, and employees will have the right to appeal any disciplinary decision.

Disciplinary proceedings will be conducted in line with the principles of natural justice, ensuring impartiality, transparency, and the opportunity for all parties to present their case.

Informal Resolution

Where appropriate, minor issues may be addressed informally through coaching, guidance or additional training. Informal action is intended to resolve concerns quickly and constructively. If informal action is not appropriate, or if the issue persists, the formal disciplinary procedure will be followed.

Investigation

Before any disciplinary action is considered, a fact-finding investigation will be carried out to establish the circumstances of the alleged misconduct. This may involve reviewing documents, gathering evidence, speaking with witnesses and meeting with the employee concerned. The purpose of the investigation is to determine whether there is a case to answer. No disciplinary sanction will be issued at this stage.

Investigations will be carried out promptly and will be proportionate to the seriousness of the allegation, ensuring that evidence is collected fairly and objectively.

Formal Disciplinary Procedure

If the investigation identifies that there is a case to answer, the employee will be invited to a formal disciplinary hearing. They will receive written notice of the allegations, copies of any evidence to be considered, and reasonable notice of the meeting. The employee will also be informed of their right to be accompanied. During the hearing, the allegations will be explained, the evidence will be reviewed, and the employee will have the opportunity to present their account, ask questions and provide any relevant information.

Misconduct and Gross Misconduct

Misconduct refers to behaviour or actions that fall below the standards expected but are not so serious as to justify dismissal. Examples include minor breaches of site rules, failure to follow procedures, repeated lateness or careless work performance.

Gross misconduct refers to behaviour so serious that it may justify summary dismissal. Examples include serious breaches of health and safety rules, wilful disregard of RAMS or permit systems, violence or threats, theft or fraud, deliberate damage to property, serious breach of confidentiality, or attending work under the influence of alcohol or drugs. These examples are not exhaustive, and each case will be assessed on its own facts.

Gross misconduct may also include falsification of records, deliberate non-compliance with statutory requirements, or actions that place employees, contractors, or members of the public at significant risk.

Disciplinary Outcomes

Following the disciplinary hearing, the manager will decide on the appropriate outcome based on the evidence presented and the seriousness of the misconduct. A first written warning may be issued for a first instance of misconduct or where informal action is not appropriate. A final written warning may be issued where the misconduct is more serious or where further misconduct occurs after a first written warning. Dismissal may occur where there is further misconduct following a final written warning or where gross misconduct is proven. Dismissal may be with or without notice depending on the circumstances.

All disciplinary outcomes will be proportionate, consistent, and based on a full consideration of the facts, evidence, and mitigating circumstances.

Record-Keeping and Confidentiality

All records relating to disciplinary matters will be kept confidential and retained in accordance with data protection requirements. Records will be stored securely and accessed only by authorised personnel. Information will not be disclosed to third parties unless required by law or necessary for legitimate business purposes.

Records will be retained and securely destroyed in accordance with the Data Protection Act 2018 and UK GDPR requirements.

Appeal Process

Employees have the right to appeal any disciplinary decision. Appeals must be submitted in writing within five working days of receiving the decision and must state the grounds for appeal. An appeal hearing will be arranged and heard by a manager who has not previously been involved in the case. The outcome of the appeal will be final.

Appeals will be reviewed impartially and independently of the original decision-making process.

Responsibilities

Managers are responsible for applying this policy fairly and consistently, ensuring that investigations are thorough and that employees are treated with dignity and respect throughout the process.

Employees are responsible for complying with site rules, procedures and safety requirements. Senior management is responsible for ensuring compliance with the ACAS Code and overseeing the disciplinary process.

Capital Sky is committed to ensuring that all disciplinary processes are applied consistently and without discrimination in accordance with the [Equality Act 2010](#).

Name: Martin Maloney

Position: Chief Executive Officer

Dated: 15/05/2026

Signature:



Latest Review Date: 15/05/2027