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**Services to the Onshore Natural Gas Industry**

## Disciplinary and Grievance Policy

This policy aims to ensure that any disciplinary and grievance instances are managed effectively and consistently in order to ensure that legislation and employment law is adhered to and to minimize disruptions to the business whist ensuring that workers are treated fairly.

### Disciplinary Procedure

The Company's disciplinary procedure is set out below, and is subject to change at the entire and undeterred discretion of the Company. This procedure does not form part of your contract of employment with the Company.

The Company's disciplinary procedure provides for warnings to be given for failure to meet the company's standards of job performance, conduct (whether during working hours or not) and attendance, or for breach of any of the terms and conditions of your employment. This procedure applies to all employees, but there is no obligation on the Company to follow this procedure in any particular case.

Before any disciplinary action is taken the company will establish the facts surrounding any complaint/incident. In all cases before any disciplinary action is taken you will attend a disciplinary hearing having been informed of all the allegations made against you. At any disciplinary hearing you may be accompanied by a colleague or a trade union representative.

You may be suspended from work on full pay pending the outcome of any disciplinary investigation.

Depending upon the seriousness of the offence the company may invoke whichever forms of punishment it feels most appropriate. The potential measures are:

- Verbal warning
- Written warning
- Final written warning
- Dismissal with or without notice

Warnings will remain on your file for up to 12 months after which time they will be removed for disciplinary purposes.

In appropriate circumstances you may be given warnings in the following sequence: verbal warning, written warning and final written warning, depending upon which stage in the disciplinary process you have reached. A final written warning will usually be followed by dismissal where appropriate. It may be

appropriate however for the company to impose a disciplinary penalty at any level although you have not received a lesser penalty within the previous 12 months.

If you are dissatisfied with the outcome at any stage of the disciplinary procedure, you may appeal in writing within 7 days to the Company. The letter confirming disciplinary action will state to whom you should address your appeal.

You may be dismissed without notice for gross misconduct which includes but is not limited to negligence resulting in serious loss, damage or injury, assault or attempted assault, theft, deception or fraud, disclosing confidential information, malicious damage to property, wilful disregard to duties or of reasonable instructions, persistent absenteeism, bad timekeeping, offensive language and/or behaviour, a criminal conviction, refusal to observe a safety regulation, and introducing, possessing, using or being under the influence of intoxicating liquor or drugs (unless prescribed for a medical condition) whilst on company premises or on Company business.

**Grievance Procedure**

If you have any grievance relating to your employment, you may seek redress in the following manner:

In the first instance, you should refer the Grievance to your Wilcock Account Manager and the matter will be discussed informally with you. If that does not resolve matters a formal grievance hearing will be convened.

If the grievance is still not resolved or if you consider that you have not been fairly treated you may appeal in writing to the Wilcock Operations Manager within 7 days. Arrangements will be made to hear your grievance appeal by an appropriate person. The appeal decision shall be final.

At any formal stage of the grievance procedure you may be accompanied by a colleague of your choice or a trade union representative.



**Graham Wilcock, Managing Director**
**21st May 2026**

Rev. 4 Reviewed following Management Review Meeting 14/05/2026