S

1. Policy Statement

- 1.1 The Company recog suspend an employe
- 1.2 This Suspension Pol and the processes th
- 1.3 The Policy details the event of suspension.

2. Rules and Application

- 2.1 The Company has th no more than <<5>> investigated.
- 2.2 The employee will be <<5>> working days.
- 2.3 The employee may be Company's discretion

when it may be necessary to

en a suspension may be given w in the event of suspension.

mployee must comply with in the

3. Grounds for suspension

- 3.1 Under the Company' full pay while a discir
- 3.2 Other situations in w
 - 3.2.1 Where a line and/or ability
 - 3.2.2 Where an em breastfeeding hazards migh
 - 3.2.2.1 Workii
 - 3.2.2.2 Violen
 - 3.2.2.3 Expos
 - 3.2.2.4 Expos
 - 3.2.2.5 Manu

If a hazard is steps will be t working cond possible, the risk to her and ployee from work, normally for ciplinary offence is being

on is likely to last longer than

/ or on reduced pay at the d by their employment contract.

employee will be suspended on vestigated.

appropriate:

bout the employee's suitability n health grounds.

ecently given birth or is ohealth hazards at work. Such

eate a risk to a pregnant worker, rd, for example by adjusting her ring her another job. If this is not ded on full pay for as long as the ains.

3.2.3 Where contin the employee weeks. If the alternative wo

- 3.2.4 Where emplo longer have, or to remain or wand will be tell confirmed.
- 3.2.5 If at any stage have an oblig suspension.
- 3.3 Other situations may an employee, howev circumstances. Thes
 - 3.3.1 Risks to the e
 - 3.3.2 Risks to Com
 - 3.3.3 Where there i that witnesses

4. Procedure

- 4.1 Where the Company representative will ho the proposed susper
- 4.2 The Company will co regarding payment d
- 4.3 The decision to susp have been implemen Where the suspension Company will attempt implementing the suspensions.
- 4.4 The suspension period and in a disciplinary
- 4.5 Where the suspension for the period of time employee and will be
- 4.6 Where the suspension employee produces so or until the employee to live and work in the
- 4.7 Where an investigation matter and there is successful completion of the investigation of
- 4.8 If no disciplinary action

us substances might damage id suspension is for up to 26 ably refused an offer of suitable paid.

hay be unlawful because they no gests that they don't have, leave of suspension is a neutral act b remain and work in the UK is

re been working illegally you will y paid to you while you were on your final salary payment.

ny feels it necessary to suspend e given in exceptional

ce has been tampered with or

sion, the Company's ployee to explain the reasons for

writing and set out any provisions iod.

necessarily a sanction. It may e employee's health and safety. rnity or medical issues, the ve work for the employee before

n the circumstances of the case, by the Disciplinary Procedure.

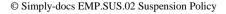
rnity or medical issues it will last health and safety of the w.

al working it will last until the ibility to live and work in the UK, ause they are no longer eligible

nnection with a disciplinary fy disciplinary action on will follow the disciplinary he Company may keep the procedure is complete if this is

ension will be lifted and the





employee will be adv suspension will not a employment.

- 4.9 A return to work inter concerns the employ
- 4.10 The employee will be

5. Employee's Obligations

During a period of suspension

- 5.1 Remain available for
- 5.2 Not perform work for normal working hour.
- 5.3 Comply with any real attending or staying a suspension.
- 5.4 Attend any meetings arrange. These meet would normally be we attend or to provide a treated as a disciplin
- 5.5 Inform the Company suspension and prov sickness absence pro
- 5.6 Apply for annual leav employment contract

This Policy has been approved &

NAME:

POSITION: <<INS

DATE:

SIGNATURE:

hout delay. The period of ition or their continued

the Company to address any heir return to work.

sition at all stages of the process.

working hours.

ndertake self-employment during sent of the Company.

ompany specifies regarding premises during the period of

pension that the Company may and place that the employee sion. If the employee fails to non-attendance, this will be

acitated during a period of y in accordance with the ent contract.

holiday provisions in their

ILL NAME>> AN RESOURCES MANAGER>> FE>>