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

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3.2.3 Where continuing to employ the employee would pose a risk to the health and safety of the employee or others for up to 26 weeks. If the employee has refused an offer of suitable alternative work, suspension is for up to 26 weeks. If the employee has accepted an offer of suitable alternative work, suspension is for up to 26 weeks.

3.2.4 Where employment is suspended because the employee is no longer available to remain or work in the UK, suspension will be terminated when the employee is confirmed to remain and work in the UK.

3.2.5 If at any stage the employee is found to have been working illegally you will not be obliged to pay you while you were on suspension. This will affect your final salary payment.

3.3 Other situations may arise where the Company may suspend an employee, however exceptional the circumstances. These are given in exceptional circumstances.

3.3.1 Risks to the employee's health and safety

3.3.2 Risks to Company property

3.3.3 Where there is a risk to the Company's reputation that witnesses to the incident have been tampered with or

us substances might damage the Company's reputation. Suspension is for up to 26 weeks. If the employee has refused an offer of suitable alternative work, suspension is for up to 26 weeks. If the employee has accepted an offer of suitable alternative work, suspension is for up to 26 weeks.

may be unlawful because they no longer have the right to remain and work in the UK. If the employee suggests that they don't have, leave the UK. Suspension is a neutral act and does not prevent the employee from remaining and working in the UK.

have been working illegally you will not be obliged to pay you while you were on suspension. This will affect your final salary payment.

any feels it necessary to suspend an employee, these are given in exceptional circumstances.

force has been tampered with or

4. Procedure

4.1 Where the Company representative will hold a meeting with the employee to discuss the proposed suspension and the reasons for it.

4.2 The Company will consider the employee's views and set out any provisions regarding payment during suspension.

4.3 The decision to suspend an employee is not necessarily a sanction. It may be necessary to suspend an employee to protect the employee's health and safety. Where the suspension is for medical or medical issues, the Company will attempt to arrange for the employee to continue to work for the employee before implementing the suspension.

4.4 The suspension period will be determined by the circumstances of the case, and in a disciplinary procedure by the Disciplinary Procedure.

4.5 Where the suspension is for medical or medical issues it will last for the period of time necessary to protect the health and safety of the employee and will be terminated when the employee is able to return to work.

4.6 Where the suspension is for medical or medical issues it will last until the employee produces a medical certificate or until the employee is able to live and work in the UK, because they are no longer eligible to live and work in the UK.

4.7 Where an investigation is required in connection with a disciplinary matter and there is a risk to the Company's reputation, suspension will follow the disciplinary procedure set out in the Disciplinary Procedure. The Company may keep the employee on suspension until the disciplinary procedure is complete if this is necessary.

4.8 If no disciplinary action is taken, the suspension will be lifted and the employee will return to work.

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employee will be advised that the period of suspension will not affect their continued employment.

without delay. The period of suspension or their continued

4.9 A return to work interview will be arranged with the Company to address any concerns the employee may have regarding their return to work.

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4.10 The employee will be kept informed of the progress of the process at all stages of the process.

position at all stages of the process.

5. Employee's Obligations

During a period of suspension the employee shall:

5.1 Remain available for contact during normal working hours.

working hours.

5.2 Not perform work for the Company or undertake self-employment during the period of suspension without the consent of the Company.

undertake self-employment during the period of suspension without the consent of the Company.

5.3 Comply with any reasonable requirements of the Company regarding attending or staying at the Company premises during the period of suspension.

company specifies regarding attending or staying at the Company premises during the period of suspension.

5.4 Attend any meetings or training arranged by the Company. These meetings or training would normally be work-related. Failure to attend or to provide a valid reason for non-attendance will be treated as a disciplinary offence.

suspension that the Company may arrange. These meetings or training would normally be work-related. Failure to attend or to provide a valid reason for non-attendance, this will be treated as a disciplinary offence.

5.5 Inform the Company of any sickness absence during the period of suspension and provide a valid reason for the absence.

facilitated during a period of suspension in accordance with the provisions of their employment contract.

5.6 Apply for annual leave during the period of suspension in accordance with the provisions in their employment contract.

holiday provisions in their employment contract.

This Policy has been approved & signed by:

NAME:

<<FULL NAME>>

POSITION:

<<INS

HUMAN RESOURCES MANAGER>>

DATE:

TE>>

SIGNATURE:

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