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London Sustainability Exchange

London Sustainability Exchange Dismissal Procedure

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MAYOR OF LONDON



DISMISSAL PROCEDURE

Set out below is London Sustainability Exchange's current dismissal procedures. These do not form part of the contract but represent London Sustainability Exchange's current practice, which may vary from time to time.

1. Purpose and Scope

This procedure is to be used in all dismissals which are not related to a disciplinary process, e.g. expiry of a contract or redundancy. These procedures conform to the standard statutory disciplinary procedures implemented on 1 October 2004, as a result of the Employment Act 2002. The procedure is designed to ensure that dismissals are reasonable, fair, and follow statutory procedures.

2. The Procedure

Prior to the dismissal, the manager will write to the employee setting out the reasons for their dismissal; the date on which the contract between the parties will terminate; the appropriate period of notice or pay in lieu of notice and information on the right to be accompanied and the right of appeal (including how to make the appeal and to whom). Employees with one year's continuous service or more have the right, on request, to have a "written statement of particular reasons for dismissal."

The manager will convene a meeting at a reasonable time and place to discuss the dismissal. The employee must take all reasonable steps to attend this meeting and may exercise their right to be accompanied. After the meeting the manager must inform the employee whether the dismissal will proceed, and must notify the employee of his/her right to appeal against this decision.

3. Appeals

A member of staff has the right to appeal against the dismissal on both substantive and procedural grounds. If a member of staff wishes to appeal s/he must notify the Human Resource Manager in writing within 5 working days. The notice must specify the issues s/he wishes to appeal or contest. An appeals committee comprising two Senior Managers will hear the appeal and decide the case as impartially as possible. The member of staff must take all reasonable steps to attend the appeals hearing, and may exercise their right to be accompanied.

4. Exceptions and further advice

In certain exceptional cases this dismissal procedure will not apply, or the modified statutory procedure will apply. Please contact the Director of Resources or the ACAS Code of Practice on Disciplinary and Grievance Procedures for further advice.

5. Confidentiality and Data Protection

Dismissal procedures are confidential. The associated records should be treated as confidential records and kept in accordance with the Data Protection Act 1998.