

**Private & Confidential****Employee name***Delivered by email*

21 May 2024

Dear **Employee name**,**RE: Disciplinary Hearing Outcome - Notice of Summary Dismissal (without notice) for Gross Misconduct**

You attended a disciplinary hearing on Tuesday 21 May 2024, which was chaired by **manager name**, **job title**, and I was present to take written notes. You declined your right to be accompanied.

I am writing to confirm that the decision of the Company is to summarily dismiss you by terminating your contract of employment without notice or payment in lieu of notice with effect from 21 May 2024.

The nature of gross misconduct was:

- Refusal to complete a Drug & Alcohol test on 14 May 2024 as requested by management at More+.
- Failure to comply with Huboo's Drug & Alcohol Policy.
- Failure to follow reasonable instruction given by management.

Taking all of this into account, **manager name** stated he found the allegations and the decision to be substantiated for the following reasons:

- You admitted that you were aware of the Drug and Alcohol Policy, and that you had read it, after being given sufficient time to do so. Specifically, at the Disciplinary Hearing, you confirmed that you could recall seeing the points within The Policy and The Rules sections of Huboo's Drug and Alcohol Policy.
- At the Disciplinary Hearing you also confirmed that you understood that, as stipulated in the Random Testing section of the policy, that, "As employees of Huboo you will be agreeing to and subject to random testing should the site management teams deem this necessary."
- You confirmed that you had briefed this document to others. This suggests that you would have needed to be familiar with the key points of this document. It's also reasonable to assume that to do this, you would have read the document on more than one occasion.

- You admitted that you partook in the taking of illegal substances. Based upon this admission, but without the benefit of any test results, it is reasonable to assume that there were traces of this substance within your body, whilst in the workplace. This is contrary to Section C of The Rules section of Huboo's Drug and Alcohol policy.
- You admitted giving a dishonest explanation for leaving site on Tuesday 14 May 2024.
- You admitted providing a dishonest explanation for previous periods of absence.
- You accepted that as a supervisor, you were in a leadership position, and as such, were expected to lead by example. You understood that you did not do this, and your actions may have created the perception that it was acceptable to refuse to undertake a test, when asked to do so. You also accepted that your actions made it difficult for the policy to be enforced by others within the warehouse.

You will receive your normal pay up to the date of your termination. Adjustments will be made for any holiday or other monies outstanding or owed. Your final salary will be paid to you on 31 May 2024 subject to any deductions listed above and the normal deductions for tax and National Insurance contributions. Your P45 will be processed and emailed to your personal email address, along with your final payslip, around 2 days prior to the above pay date.

You have the right to appeal against this decision. If you wish to appeal then you must appeal in writing within 5 working days of receipt of this letter, in line with the Company's Disciplinary Procedure. Your appeal should be sent to the HR team at HR@huboo.com and should clearly set out the grounds of your appeal. If you do appeal, the Company will then invite you to attend an appeal hearing which you must take all reasonable steps to attend. Should you decide to appeal; the effect of the dismissal will stand, pending the outcome of the appeal hearing.

The notes of the hearing are attached for your information.

Should you have any queries about the contents of this letter please do not hesitate to contact me.

Yours Sincerely,



Daisy Henchy  
HR – People Team





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**I acknowledge and accept the above information**

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**Employee's Signature**

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**Date**

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