



Maple Cleaning Disciplinary Policy 2026

1. Purpose

Maple Cleaning Services expects that employees will always conduct themselves in such a way that they abide by company policies and act in the best interests of the company, its employees, suppliers, customers, and where appropriate, the general public.

2. Policy

Maple Cleaning services expects all employees to:

- Abide by policies in place at the company
- Treat other people in the way they themselves would want to be treated
- Treat all property not their own with appropriate care
- Perform work to an agreed standard

Allegations of unacceptable work performance and/or misconduct will be dealt with according to the Disciplinary Procedure.

All employees should understand that termination of employment is a possible outcome of the disciplinary process, especially in cases of serious misconduct.

The Disciplinary Procedure is designed to ensure that every incident is investigated fully in a way which is fair to the employee(s) concerned.

The intention of any disciplinary procedure is to correct unacceptable work performance and/or behaviour, as all employees are valuable to Maple Cleaning Services.

3. Examples of Misconduct

It is not possible to list everything that is likely to be seen as misconduct. However, obvious examples include:

- Refusal to obey a lawful order
- Abandonment of employment

- Fraud against the company, such as falsification of records, including time records
- Negligence or carelessness which affects quality and/or safety
- Actual or threatened assault at the workplace or in relation to issues involving the workplace
- Abuse or harassment of other people
- Bringing alcoholic substances or drugs onto the company premises and/or consuming these without the consent of management
- Smoking in the workplace, other than as permitted by company policy
- Attending for duty in a condition which constitutes a risk to one's own or any other employee's health and safety
- Unauthorised possession of company property or the property of any other employee
- Failure to abide by any other policies in place in the workplace from time to time, such as the Occupational Health and Safety Policy, Sexual Harassment Policy, Environmental Policy
- Failure to demonstrate required conduct, relating to issues such as attendance, timekeeping, housekeeping, wastage, position duties and responsibilities

Most potential problems will be avoided if all employees undertake to treat other people and their property with respect and in such a way as they would wish to have themselves and their property treated by others.