



**Royal Mail Internal Information**  
**Criminal Investigation Team**

# **7.11 Suspension from Duty**

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## Key Accountabilities

Who is accountable?	What do I have to do?	When do I have to do this?	How do I do this?
All members of Royal Mail Security	Ensure you comply with these Procedures	Ongoing	Be aware of the document

## Suspension from Duty

### 1. Introduction

- 1.1 These Procedures and Standards (P&S) deal with the appropriate action that should be taken should if an Investigator feels that following an investigation, a member of Royal Mail Group Ltd (RMG Ltd) staff should be suspended from duty. Suspension is viewed as a precautionary measure whilst the case progresses and such action is almost invariably taken when the suspected offence is facilitated by the nature of the employee's duties, for example a Postman stealing postal packets.

### 2. The Suspension Process

- 2.1 **Authority to Suspend.** Should an Investigator think it is appropriate to suspend a suspect, authority should be sought from an appropriate manager. An appropriate manager is the unit manager, such as a Shift Manager or a Delivery Office Manager, within the unit concerned. Should it not be practicable to obtain authority to suspend from a manager described above, then authority can be sought from any Line Manager, preferably, within the same function as the suspect.
- 2.2 Should Investigators not be able to contact any Line Manager, then they may, as an interim measure, suspend suspect offenders themselves. If Investigators do suspend they should endeavour to inform the appropriate manager, of their actions, as soon as practicable. The suspended person's Line Manager is responsible for informing the Human Resources Service Centre of the suspension.
- 2.3 **Provisional Authority to Suspend.** Should an Investigator anticipate difficulty in obtaining authority to suspend, (perhaps due to the operation taking place in out of hours) then consideration should be given to obtaining "provisional" authority, from an appropriate manager, prior to undertaking the operation.
- 2.4 **Checks of official stocks or property.** Whenever a member of RMG Ltd staff is about to be suspended from duty his/her official property, (including such things as surcharge tills), should be checked, if this has not already been done during the course of the enquiry. The local manager who usually performs such checks should normally carry out this check. The check should be carried out in the presence of the suspected offender but, if this is not practicable, it should be done in the presence of a union representative, but may be carried out in the presence of an independent witness, should a union representative not be available.
- 2.5 **Suspending the Suspect.** The suspect should be informed that they are;
- 2.5.1 Being suspended on full pay.
  - 2.5.2 Being suspended on the authority of ... (give the name of the person authorising the suspension).
  - 2.5.3 Not allowed to access official premises, unless it is to attend a pre arranged appointment, (for example with the conduct manager, a union representative or Atos Healthcare). Then if on RMG Ltd premises they should be escorted off them.
- 2.6 **Recovery of Royal Mail Group Ltd Property.** As part of the suspension process the Investigator should recover any official passes, badges, keys or any other official property in possession of the suspected offender. This includes uniform, which should be handed to the relevant Unit Manager, for storage as appropriate, pending the outcome of the disciplinary case. Should Investigators be unable to recover such items then they should inform the relevant Unit Manager, so they can make the appropriate local arrangements to recover the property.

### 3. Royal Mail Group Ltd Young Persons

- 3.1 **Royal Mail Group Ltd Young Persons (RMGYE).** RMGYE are Royal Mail Group Ltd employees who have not reached their 18th birthday. Should such a young person be suspended from duty, even if there is no specific risk to them, arrangements should be made to prevent them going home alone after the suspension. If the RMGYE is less than 17 years old then they will have an appropriate adult with them so it is acceptable for them to leave in the care of their appropriate adult. If there is not an appropriate adult present, then arrangements should be made for the RMGYE to be taken to their home address and given into the care of a responsible adult.

- 3.2 **Right to Privacy.** Prior to arrival at the RMGY's home address Investigators should ensure that the RMGY is content with what they will tell the responsible adult, bearing in mind their right to privacy. If the Investigator cannot take the RMGY home personally then a responsible local supervisor should be carefully instructed on how to carry out this task in a discrete and tactful manner.

#### **4. Disciplinary Incidents**

- 4.1 It is possible that in the course of an enquiry, a breach of discipline not amounting to a criminal offence may be observed, or may come to light, the nature of which is sufficiently serious to raise the question whether or not some employees should be suspended from duty. In these cases the Investigator should report the facts orally (and if necessary followed up in a formal written report), to the subject's Line Manager. It is for them to decide whether or not the individual should be suspended from duty. (Line Managers can only have access to recorded CCTV images in discipline cases if they have the authority of the Director of Investigations.)

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## Glossary

Abbreviation or Term	Meaning
P&S	Procedures and Standards
RMG Ltd	Royal Mail Group Ltd
RMGYP	Royal Mail Group Ltd Young Person

## Document Summary

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