

## ROYAL MAIL GROUP SECURITY - PROCEDURES &amp; STANDARDS

**SUSPENSION FROM DUTY**

P&amp;S Doc. 6-X

**1. PURPOSE.**

The aim of this document is to provide Investigators within the Royal Mail Group, with clear guidance concerning the required Procedures & Standards in relation to the above subject.

**2. GENERAL**

- 2.1** Suspension is viewed as a precautionary measure whilst further inquiries are made and such action is almost invariably taken when the suspected offence is facilitated by the nature of the employee's duties, e.g. a Postman stealing a postal packet or a counter officer dealing dishonestly with cash or stock.
- 2.2**

- 2.3** Investigators should seek authority to suspend a member of staff in line with individual business policy. Official passes, badges and keys should be recovered before the employee is escorted from official premises and he/she should be informed that access to official premises is denied until further notice. Personnel/Human Resources should be notified of the suspension without delay.

The decision to suspend one of our employees or agents from duty lies solely with their business unit. Under no circumstances can Investigators advise suspension or suspend an employee themselves. The only exception to this concerns Agency Branch Office cases and is explained in detail at 8.1 below.

**3. CHECKS OF OFFICIAL STOCK**

- 3.1** Whenever a member of our staff is about to be suspended from duty his/her counter stock or other official property held by him/her (or for which he/she is directly responsible) should be checked, if this has not already been done during the course of the inquiry. 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.
- 3.2**

There will be cases when such a check is not possible prior to suspension. In such cases the necessary reconciliation should take place as soon as possible and the results notified to all interested parties.

**4. YOUNG EMPLOYEES**

- 4.1** All employees suspected of criminal offences who have not reached the age of 17 years must be questioned in the presence of a parent, guardian or appropriate adult. If the decision is taken by the suspects' business unit to suspend them from duty, they should not be allowed to go home alone. Normally, the Investigator conducting the inquiry should inform the young persons' parent, guardian or appropriate adult of the circumstances surrounding the suspension and request that the young person is taken home immediately. If the Investigator cannot do this

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**4.2** personally a responsible local supervisor should be carefully instructed on how to carry out this task in a discrete and tactful manner.

Guidance as regards giving young offenders into custody is given in the P&S document - Arrest Procedures.

**5. OFFENDER'S ADDRESS**

**5.1** Whenever a member of staff or an agent is suspended from duty the Investigator in the case must ensure that the offender's address is quoted in the papers at the head of the report in order to facilitate any application that may be made for a summons - if that is found necessary.

**6. DISCIPLINARY OFFENCES**

**6.1** It is possible that in the course of an inquiry, 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 to the offender's line manager and leave him/her to decide whether or not the individual should be suspended from duty.

**7. PAY**

**7.1** When one of our employees is suspended from duty, suspension is always with pay.

**8. AGENCY BRANCH OFFICE CASES**

**8.1** In dealing with the question of suspension from duty of an individual working at an agency office it has to be borne in mind that such staff are not our employees. Sub-Postmasters and franchisees are regarded as agents who are contracted to provide services to our Business and their assistants are employees of the Sub Postmaster or franchisee. When therefore, it is essential that a Sub Postmaster's/Franchisee's contract for services is suspended the reasons must be communicated to the Retail Line Manager (RLM) who is responsible for making this decision. The RLM will then decide whether the suspension from duty should be covered by placing the office (or equivalent) in the charge of a temporary Sub-Postmaster or by closing it temporarily. Normally it will be possible to effect the suspension from duty of an Assistant suspected of a criminal offence by discussing the matter with the Sub Postmaster/franchisee. The RLM or Contracts Manager must be made aware of **all** investigations carried out at an Agency Post Office Branch.

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