

Notice of disciplinary hearing: possible warning

6 October 2026

Dear Marcus Bell

I am writing to tell you that you are required to attend a disciplinary hearing on 15 October 2026 at 10.30 am which is to be held in Meeting Room B, Halden Logistics, Unit 7 Brookfield Park, Doncaster DN4 5PL.

At this hearing we will consider disciplinary action against you, in line with the Company Disciplinary Procedure. This is with regard to:

- That on 14 September 2026 Marcus Bell operated a counterbalance forklift in aisle 12 without carrying out the pre-use safety check required by the Workplace Transport Procedure.
- That on 18 September 2026 Marcus Bell left site at 3.10pm, during his shift, without authorisation and without arranging cover for the goods-in team.

I enclose the following evidence:

- Investigation report of Kieran Doyle, 2 October 2026
- Witness statement of Joanna Price, Forklift Trainer (16 September 2026)
- Witness statement of Ali Rahman, Goods-in Operative (19 September 2026)
- Pre-use check log for truck FL-07, 14 September 2026
- Site access log, 18 September 2026
- Extract from the Workplace Transport Procedure

The possible consequences arising from this hearing might be: a first written warning or a final written warning.

You are entitled to be accompanied by someone you work with or a trade union representative. If you would like to be accompanied, please let me know the name of your chosen companion at least 24 hours before the hearing.

Yours sincerely

Signed:

Sarah Whitlock