

RECORDED DELIVERY

PERSONAL & CONFIDENTIAL

7 October 2026

Dominic Hale

22 Brookfield Road, Horsforth, Leeds LS18 5JT

RE: suspension during an investigation

Dear Dominic Hale

I am writing to confirm your suspension from duty on your usual pay in your post of Accounts Assistant in the Finance department.

The purpose of the suspension is to enable us to investigate an allegation made against you. It is alleged that you have:

- made two payments totalling £18,400 from the client account on 2 October 2026 to a bank account that had not been verified, against the firm's payment procedure
- edited the approval records for both payments after the payments were made

Before taking this action, I considered the following changes to your working arrangements:

- removing your access to the finance and client account systems
- moving you to work in the facilities team

However, due to the seriousness of the allegations, I decided that alternative duties instead of suspension were not appropriate in the circumstances.

Your suspension started from 11am on Wednesday 7 October 2026 and will continue for up to 4 weeks. During this time, we will review the situation and the suspension period may be extended or ended.

Just to confirm: suspension on your usual pay is not disciplinary action. At this stage we are only investigating the allegation and no decision has been reached.

During suspension, we might need to contact you for more information. This means you need to be available for contact during normal working hours.

You must not return to your place of work during suspension without first getting approval from your line manager. Unless agreed with us, you must not discuss the investigation with any work colleague or service user in any way including via email or social networks. Also, you must not use work equipment (including IT equipment) provided for your employment without permission.

We will now undertake an investigation into the allegations made against you. We will appoint an Investigating Officer and you will need to attend an investigation meeting – we will contact you again shortly with the arrangements for this.

You are entitled to be accompanied in that meeting by a colleague or a trade union representative, if you wish. Please contact us to discuss this.

Rachel Dunmore is your point of contact during this investigation and they will be available should you need to speak to anyone. Their contact details are: 0113 496 0721.

If you have any queries about any of the above, or if you need any support, you should contact Rachel Dunmore or your trade union representative, if you are a member of one. You can also use any of the following employee assistance programme (Harbour EAP, 0800 555 0199).

Yours sincerely,

Sarah Whitlock

Finance Manager

cc HR Services – Personal File

Enclosed: Suspension policy; Investigation policy