



# SOME OTHER SUBSTANTIAL REASON TERMINATION POLICY

## **Definition**

An SOSR reason (Some Other Substantial Reason) can include dismissals for such things as persistent short-term absenteeism, expiry of a temporary contract, re-organisation of a business, customer pressure, imprisonment, lying on application forms, or personality conflicts etc. (this list is not exhaustive).

## **Policy Statement**

This policy covers the statutory reason for fair termination of employment of Some Other Substantial Reason where it is not covered under a separate policy of QRS.

## **Introduction / Purpose**

Where the employment of an employee is terminated for any reason it is important to ensure that not only do all parties involved in making such a decision understand and afford to that employee his/her statutory and contractual rights but also that the matter is handled in a sensitive manner giving due regard to the dignity of the employee concerned. This procedure seeks to provide the framework in which this may be facilitated where it is not covered under another QRS Policy.

## **Objectives**

There are some circumstances under which an employee may be dismissed where the dismissal is not as a result of redundancy, ill-health, competence or conduct and this policy sets out to ensure that such employment terminations are carried out in accordance with an employee's statutory and contractual rights.

## **Scope**

The policy applies to all QRS employees. In some other substantial reason matters, procedures must be read and followed in conjunction with the employees terms and conditions of employment.

## **Procedure / Application**

Where a dismissal does not fall under another QRS procedure but does fall under a fair reason for dismissal under the statutory definition, this is the policy that will be used.

**Step 1** - line manager to meet with employee to outline the proposal for dismissal and the reason for it and to set a reasonable timescale for a response to the proposal.

**Step 2** – the employee(s) will have the opportunity to respond to the proposal on an informal basis, either by way of a meeting or in writing.

**Step 3** – the line manager will consider any response and then initiate formal consultation. This will consist of:

- ⇒ Meeting with the employee(s);
- ⇒ Giving all relevant information;
- ⇒ Discussing the proposals;
- ⇒ Answering any questions;
- ⇒ Giving time to employee(s) to reflect on the information given;
- ⇒ Arranging a further meeting if required.

**Step 4** – where the line manager determines that the matter should be pursued the employee will be invited to attend a hearing before two Directors for the case to be considered. The employee will be able to respond and will be able to be accompanied by a colleague of their choice. If more than one employee is involved each case will be heard separately. If the employee does not wish to attend the meeting will go ahead in her/her absence.

**Step 5** – a Director will notify the employee(s) in writing of the decision and of the right of appeal. Any appeal must be lodged within 5 working days of receipt of the outcome letter, with a Director, outlining the grounds for appeal.

**Step 6** – where an appeal is lodged this will be heard by a Director within 5 working days, giving at least 2 working days notice to the employee. This will take the form of a rehearing. The outcome will be notified within 5 working days of the appeal hearing.

There is no further right of appeal.

*These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.*