

Managing Employees who are on Precautionary Suspension Due to a Criminal Investigation

Guide for managers

This guide explains how managers should deal with employees who have been precautionary suspended following a criminal investigation by Royal Mail Group Security.

Main topic areas

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- Conduct Policy
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Getting help

Contact your manager if you have any queries about this guide.

Managers can obtain advice by:

Calling the HR Services Advice Centre on 0845 606063 / 5456 7100

Managers working for Parcelforce Worldwide should call 0845 6042787 / 5456 4747

For web access go to:
<https://www.psp.royalmailgroup.com>



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Guide for managers

Overview

There may be times when an employee has been investigated and suspended following suspected criminal activity. This guide provides information for managers on how to deal with cases where criminal prosecution is being considered or progressed.

This should be read in conjunction with the Conduct Policy and the When to Consider Precautionary Suspension Guide.

Criminal investigation

Royal Mail Group Security carries out criminal investigations into crimes against any part of Royal Mail Group and takes appropriate action in line with the Royal Mail Group Prosecution Policy.

Where an employee has breached Our Code of Business Standards, policies and processes and is subject of a criminal investigation, Royal Mail Group Security will advise the relevant manager.

Conduct Policy

The manager investigating the conduct case will receive the Security executive summary and this will form part of the fact-finding process. Managers may contact the security team for more information; contact details of the investigation manager will be included in the executive summary. Further information will be provided unless this would compromise other criminal investigations.

The manager should not wait to progress the conduct case until the criminal process is concluded. It is essential that managers use the Conduct Policy as soon as they are made aware of the initial facts of the case and that the conduct process is followed in a timely manner.

Managers who require support should contact HR Services Advice and Support. In dealing with the case managers must liaise with security before making their decision on whether to suspend or allow an employee to return to work following a suspension. This ensures that the incident is handled appropriately and that all relevant factors are considered.

Where to go for further information

The Getting Help box on the front page tells you where to find further information. Guidance is also available on the Policy and Information Site on PSP and HR pages on the intranet (for non-PSP users).

In the case of any inconsistency between this supporting guide and the Conduct Agreement the terms of the Agreement takes precedence.

Related documents

You may find it useful to read the following documents (located on the Policy and Information Site on PSP and HR pages on the intranet (for non-PSP users)) in conjunction with this policy:

- Conduct Agreement
- Conduct Policy
- When to Consider Precautionary Suspension Guide