

Witness Name: Thomas Hanley

Statement No.: WITN2298001

Exhibits: WITN2298002

Dated: 4<sup>th</sup> December 2018

**INFECTED BLOOD INQUIRY**

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**EXHIBIT WITN2298002**

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G4S Secure Solutions (UK)  
Suite 6  
Buchanan Tower  
Buchanan Business Park  
Cumbernauld Road  
Stepps  
Glasgow - G33 0HZ

Telephone: +44 (0)141 779 7602  
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Hand delivered

Mr Robert H Hanley

GRO-C

24<sup>th</sup> August 2012

Payroll No: GRO-C

Dear Mr Hanley,

You are required to attend a Disciplinary Hearing to be held on Friday, 31<sup>st</sup> August 2012 at 11:00hrs in our Stepps, Glasgow office.

The purpose of the hearing is to allow you the opportunity to provide an explanation for the following matter(s) of concern.

**Statement of grounds for commencing formal action**

- Poor dress code when attending site
- Uniform in an unclean / unkempt / poorly maintained condition
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You will be provided with copies of the documents that will be used at the hearing for your information.

You have the right to be accompanied by a fellow employee of your choice or trade union official, and should you wish to exercise this right then, it is your responsibility to make the arrangements.

It is important that you attend this meeting but if you do not do so without good reason, I have to inform you that a failure to attend will be treated as a breach of a reasonable management instruction and that this failure itself may be added to the matters of concern already under consideration. Furthermore, I am obliged to remind you that a failure to follow a reasonable management instruction may be deemed to be gross misconduct, the penalty for which could lead to the termination of your employment without notice.

Please contact me to confirm your attendance.

Yours sincerely

GRO-C

MANAGER

Title:

Tel:

Cc: HR / Line Manager / Personal File-Stockton



G4S Secure Solutions (UK) Limited  
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WITN2298002\_0002

**Sites S/O Hanley is Barred from.**

**Boots**

**Glasgow Tourist Board**

**HSBC**

**Finnings**

**UPPRS**

**O2**

**Siemens**

**Grampian McLennan**

**Crime Campus**

**Brakes**

**John G Russell**

**Yusen Logistics**

**Virgin Media**

**Biocity**

**Bison Manufacturing**

**G4S Secure Solutions (UK)**  
**REPRESENTATION DISCLAIMER FORM**



This form is to be signed by employees prior to a Investigatory interview where the employee to be interviewed specifically declines the attendance of his/her Employee Representative, Trade Union official or a work colleague of their choosing at that Investigatory interview.

I understand that:

1. I am entitled to the benefit of representation by an authorised Employee Representative, a Trade Union official or a work colleague of my choosing at the Investigatory interview and I hereby decline that offer.
2. I can revoke this disclaimer form at any time prior to or during the Investigatory interview.

Signed:

GRO-C

Name (in block capitals):

ROBERT HANLEY

Date:

24/08/12

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A copy of this form should be given to the employee, and the original held securely with all related paperwork until conclusion of the matter before being forwarded to be placed on the employee's personnel file at Stockton.



## MEETING MINUTES

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### Section 1: Employee Details

Name: JAMES REID GRO-C Location: GLASGOW  
Job Title: Security Officer Date of Joining: 4/3/02

### Section 2: Meeting Details

Meeting Location: GLASGOW (STARS) Date: 24/8/12  
Time Commenced: 13:00 Time Concluded: 13:50

### Section 3: Persons present

<u>Name</u>	<u>Capacity</u>
1. <u>JAMES REID</u>	Interviewee
2. <u>JOHN COOK</u>	Interviewer
3. ....	TU Rep / Work Colleague (IF APPLICABLE)
4. <u>JIM SMITH</u>	Note Taker
5. ....	

6. If meeting is formal, employee will have been advised by their letter of invite, of their right to be accompanied. If employee is not accompanied have they signed PM73 Representation Disclaimer Form?  
Yes / No

### Section 4: Purpose of Meeting - Indicate type of meeting being held:

Tick as appropriate			
Disciplinary investigation (Formal)		Appeal -	Grievance
Grievance Hearing (formal)		1 <sup>st</sup> Appeal -	Disciplinary
Disciplinary Hearing	X	2 <sup>nd</sup> Appeal -	(Disciplinary Dismissal only)
Consultation		Fact Finding Q & A	
Other.....			

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# G4S Security Services (UK)

## INVESTIGATORY INTERVIEW REPORT FORM

**CONFIDENTIAL**



This form must be completed whenever an employee is the subject of a formal interview on an investigation matter relating to industrial issues, and must be completed during the progress of the interview. Whatever the outcome of the interview, the interviewing manager must ensure the form is completed, signed and forwarded to Stockton **under confidential cover and without delay**. The form will then be placed on the employee's personnel file together with any other reports or documents relating thereto.

If the employee declines representation, he/she must complete a Representation Disclaimer Form before commencement of the interview.

<b>1. EMPLOYEE DETAILS</b>	
Employee Name:	Robert Henry Hanley
Employee Number:	GRO-C
Job Role:	Security Officer

<b>2. INTERVIEW DETAILS</b>			
Place of interview:	Stepps Office	Date:	Fri 24/08/12
Time commenced:	13:10	Time concluded:	13:40

<b>3. PERSONS PRESENT</b>	
Name	Capacity
1) Robert Hanley	Security Officer
2) Jim Smith	Contract Manager
3)	
4) JAMES GANNON	Note taker
Other people present:	