



Desian Recruitment Ltd Allegations and Misconduct Policy

This policy outlines procedures for handling allegations, complaints, and misconduct in compliance with UK legislation, including ACAS Code of Practice, Employment Rights Act 1996, Equality Act 2010, Data Protection Act 2018, and Keeping Children Safe in Education (KCSIE) and applies to employees, agency workers, contractors, clients, candidates, and third parties.

This policy is to promote fairness, impartiality and confidentiality with protection from retaliation in a timely manner showing full transparency throughout.

Definitions

Complaint: Expression of dissatisfaction.

Allegation: Claim of wrongdoing.

Misconduct: Breach of policies including harassment, discrimination, safeguarding breaches, fraud, or health & safety violations.

Reporting Procedures

Informal: Raise with line manager.

Formal: Submit complaints via email or in writing.

Whistleblowing: Confidential or anonymous reporting allowed.

Safeguarding

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL), Compliance Team or company director.

Follow KCSIE guidance and refer to local authority or DBS where required.

Investigation Process

Initial assessment

Appointment of investigator

Evidence gathering

Right to respond

Outcome decision

Record Keeping, timeframes and monitoring

Maintain secure records in line with GDPR.

Acknowledge receipt within 48 hours and resolve within 10–15 working days where possible.

Annual review along with updated compliance checks.

False Allegations

Unfounded malicious allegations may also lead to disciplinary action.

Outcomes

No action – unsubstantiated

Warning – either verbal or written depending on severity or number of infractions

Removal from assignment, usually in conjunction with a warning and / or at a client's request.

Termination for serious or multiple cases of misconduct.

Referral to authorities for severe allegations or cases of misconduct.

Contact Information

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