

# A Typical Disciplinary Process



## Identify conduct issue

Consult any relevant company policy or procedure which may give guidance on the issue.



## How serious is the issue?

Is it appropriate to suspend the employee? Consider whether there is a risk to the investigation process, your property or other employees/customers. Any period of suspension should usually be on full pay and kept as short as possible.

If it is very minor and not a recurring issue is it appropriate to address the matter informally?



## Investigation

It is usually appropriate to promptly carry out an investigation into the issue before any disciplinary action is taken.

This is a fact finding exercise and will usually involve speaking to the employee in question and any witnesses to the misconduct. Any other relevant evidence such as CCTV images or documentary evidence should be collected.

The employee has no legal right to be accompanied during an investigation meeting.

The investigation manager should decide if there is a disciplinary case to answer.



## Disciplinary

If there is a disciplinary case to answer, the employee should be invited to a disciplinary meeting and given reasonable notice of such.

The invite should also set out in detail the allegation(s) to be addressed at the meeting. Any evidence collected at the investigation which is being relied upon should be provided to the employee in good time before the meeting.

The disciplinary manager should be independent (and ideally more senior) to the investigatory manager.

The employee has a right to be accompanied to the meeting by a colleague or trade union representative.



## Outcome

Decide on the appropriate action to be taken, this can range from no action to summary dismissal having regard to the seriousness of the offence, mitigation, consistency, length of service and previous disciplinary record.

The outcome should be confirmed in writing.



## Appeal

The employee should be given the right to appeal any disciplinary sanction. If they utilise the right to appeal an appeal meeting should be arranged.

The employee has a right to be accompanied to the meeting by a colleague or trade union representative.

The appeal outcome should be confirmed in writing.

The appeal manager should be independent (and ideally more senior) to the investigatory and disciplinary manager.