# **Disciplinary-FLOWCHART**

When dealing with disciplinary matters the importance of following a clear and proper process is essential to ensure that objectivity, consistency and fairness is maintained. Depending on the issue and circumstances the process may be implemented at either an informal or formal stage. For full details please refer to the full Disciplinary Procedures.

# The stages are outlined here:

#### **Key points:**

A minimum of **72 working hours' notice** will be given of a formal disciplinary meeting.

The employee has the right to be represented at the formal stages of the process.

They are to be **notified in writing** of any decisions made.

**Verbal warnings** will be held on file for **6 months**.

Written warnings will normally be held on file for 12 months.

**Dismissal** may occur if there is a failure to improve or in the event of serious misconduct or repeated warnings.

They will have a **right of appeal** against any decision made.

Appeals must be made in writing to a named person within **5 working days** of receipt by the employee of the original disciplinary letter.

In cases of **Gross Misconduct**, the disciplinary stages may not apply and, if after full investigation and a disciplinary hearing the case is proven summary dismissal may result.

#### Informal Stage (remember this is not a disciplinary hearing)

Where conduct or performance falls short of expected standards, an informal discussion will be held to raise the issue with the aim of seeking a resolution to the matter by encouraging improvement and highlighting steps that will follow if improvement is not made.

An informal verbal warning as a file note may be retained or a file note of the discussion retained.

### Formal Stage

Depending on the circumstances it may be necessary to invoke formal disciplinary procedures.

No disciplinary action will be taken until the matter is **fully investigated**. The employee will be **advised of the nature of the complaint** and be given a **full opportunity to state their case** before any decisions are made.

#### **Disciplinary Hearing**

If required to attend a disciplinary hearing (after the investigation meeting) the employee has the right to be represented by either a work colleague or trade union official.

They are to be provided with full details of the allegations of misconduct, investigation notes, reports and witness statements to prepare their case. The hearing will adjourn before any decision is made. Decisions will be made in writing.

They have a right of appeal against any decision made. Appeals will be heard by someone not directly involved in the original hearing.

## Sanctions

Stage 1 – Verbal Warning Stage 2 – Written Warning Stage 3 – Dismissal Gross Misconduct may result in summary dismissal.

