Disciplinary Flowchart

Incident involving employee

(misconduct/performance/ attendance etc)

Invite the employee to a meeting as part of the overall investigation, pending disciplinary action.

(During the investigation, the employee may be suspended on full pay if the misconduct is deemed serious enough)

Invitation should be in writing

Provide sufficient notice, in line with policy notice prior to meeting.

Determine whether to proceed to disciplinary

Hold disciplinary meeting – following pre-requisites above

Take notes of the meeting

Decision communicated in writing within timelines as policy

Employee has right of appeal – 7 days

Repeat this process for;

- Verbal Warning (usually active for 6 months)
- Written Warning (usually active for 9 months)
- Final Written Warning (usually active 12 months)

Dependant on the severity of the incident, stages of the warning system can be missed and jumped.

Right of appeal

Serious incident which could constitute Gross Misconduct

Summary dismissal - As above with no notice entitlement

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