

CONDUCTING A DISCIPLINARY HEARING

1. Ensure all attendees know the date, time and place of the hearing.
2. Provide time before the meeting for the employee to meet with their companion (if they are to be accompanied).
3. Introduce all attendees and their roles in the hearing.
4. If the employee is not accompanied, check that they are aware of the right to be accompanied and that they have chosen not to exercise this right.
5. Check that the employee has received a copy of the investigation report and any supporting evidence.
6. Describe the format the meeting will take
7. Ask the investigating manager to present the findings of their investigation.
8. Ask any questions of clarification
9. Allow the employee and their companion to ask any questions of clarification.
10. Ask the employee to present their case and any mitigation.
11. Ask any questions of clarification.
12. When you are satisfied you have all the information you require – and the employee is satisfied that they have presented everything they wish to – adjourn the meeting to consider your decision
13. Notify the employee of your decision – ideally on the day – and confirm in writing.