

CONTENTS OF A DISCIPLINARY WARNING

1. Refer to the disciplinary hearing:
 - a. When it was held
 - b. Who was present
 - c. The allegation(s) it considered
 - d. Outline the process followed
2. Summarise key findings:
 - a. Were the allegations upheld, and if so, why you reached this conclusion
 - b. Did further issues come to light?
 - c. Did you consider any mitigation relevant?
3. Detail your decision:
 - a. What disciplinary offence was committed and how seriously was this viewed
 - b. What sanction is being applied and why (include reference to any previous warnings, and relevant mitigation, any relevant aspects of the employees attitude/response to the allegations and situation)
 - c. State how long the warning will be valid for
 - d. If relevant, state how often review meetings will be held
 - e. State clearly the consequences of any repeat of the same, or similar, behaviour
4. Advise the employee of their right of appeal and how to exercise this