

Appendix 3 – Disciplinary Procedure flow chart

Employee is believed to have committed misconduct for which the disciplinary procedure is required.

| Is the alleged offence misconduct or gross misconduct?. | |
|---|---|
| <p>Misconduct? Yes</p> <p>Investigation & Hearing Officer Appointed.</p> <p>Hearing Officer writes to employee informing them that conduct is under investigation</p> | <p>Gross Misconduct? Yes</p> <p>Risk assess for suspension?.</p> <p>Yes to suspend – Issue suspension letter advising of Support Officer and terms of suspension</p> <p>No to suspension -Investigation & Hearing Officer Appointed. Hearing Officer writes to employee informing them that conduct is under investigation.</p> |

Investigation Commences

When complete – Investigation Officer prepares report to Hearing Officer

No Case to Answer.
Employee advised in writing no grounds for disciplinary action

Hearing Officer writes to employee giving them a minimum of two working days notice of hearing, and includes documentary evidence.



FORMAL DISCIPLINARY HEARING

| | | | |
|---|---|--|---|
| <p>NO ACTION</p> <p>Employee advised in writing no grounds for formal action</p> | <p>FIRST WRITTEN WARNING</p> <p>Duration – 6 months</p> <p>Nature of offence</p> <p>Improvement Required</p> | <p>FINAL WRITTEN WARNING</p> <p>Duration – 12 months</p> <p>Nature of offence</p> <p>Improvement Required</p> | <p>DISMISSAL</p> <p>Effective Date</p> <p>Notice Period</p> <p>Reasons for decision</p> <p>Right of Appeal</p> |
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