

Disciplinary Hearing – (At the Meeting)

1. A disciplinary hearing has been convened

2. Introduce those present and explain why they are there. Confirm that notes will be taken during the meeting and who will take them. Ensure that all mobile phones are turned off to avoid interruption. Confirm that they have had sight of the invite letter, witness statements and any other appropriate documentation

Yes

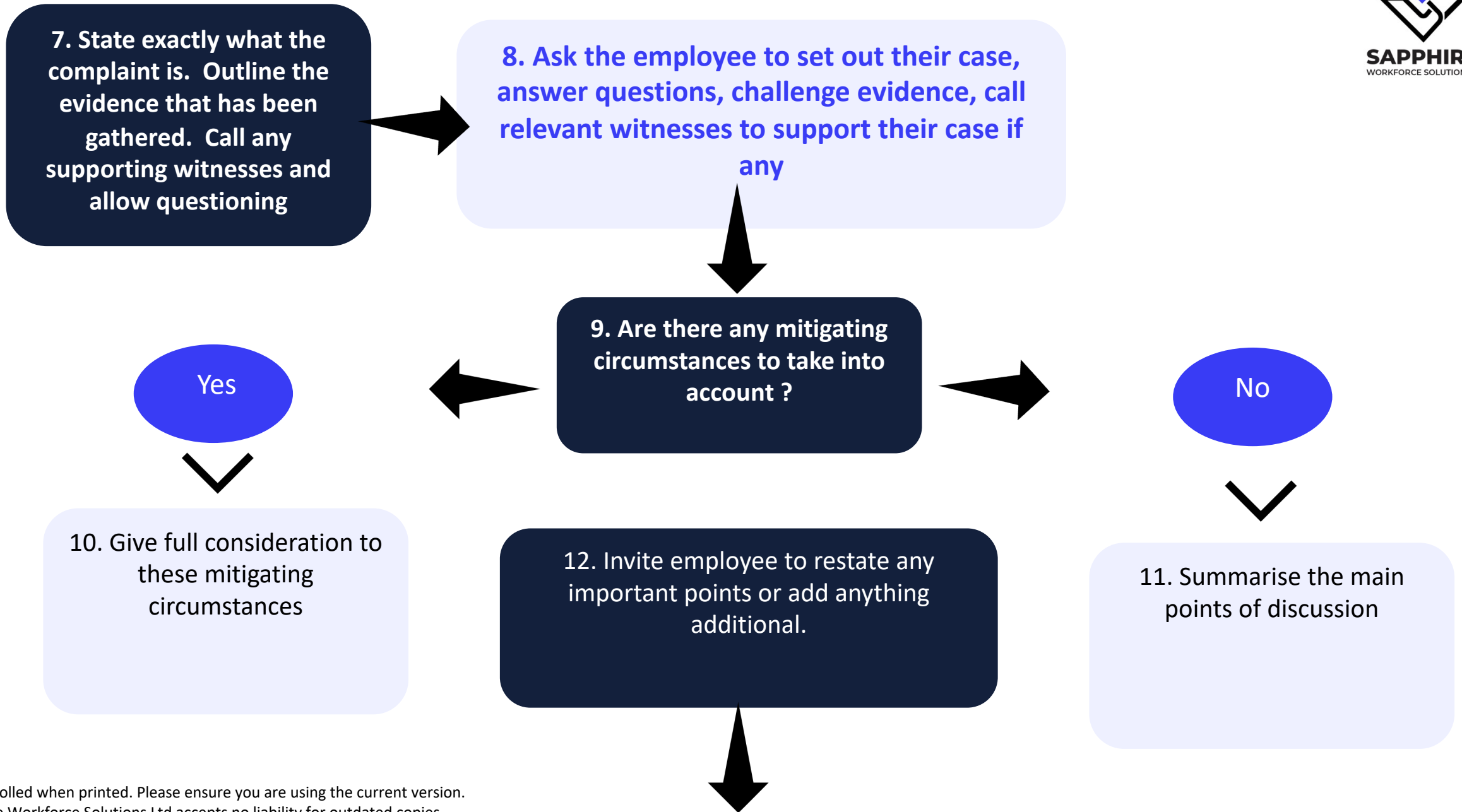
4. Confirm role of accompanying person and outline their role

3. Is the employee accompanied by a representative or work colleague.

No

5. Confirm that the employee is aware of their rights to be accompanied and that they have chosen to come alone.

6. Explain the format and the purpose of the meeting, i.e. to consider whether disciplinary action should be taken in line with the company's disciplinary procedure.



13. Adjourn meeting to consider points raised and any mitigating circumstances

14. Have there been any additional matters that have been raised and need further exploration

Yes

15. Extend the adjournment as required to allow further investigation. Notify employee when the meeting will be reconvened. In some cases, you may need to reconvene on another day.

No

16. Reconvene meeting

17. Summarise the main points of discussion, If you can't give them the outcome there and then let them know when they will receive it

**18. End of disciplinary meeting
Give them the right of appeal**

19. Manager Prompt Panel

- ☐ Invite sent
- ☐ Evidence shared
- ☐ Companion rights confirmed
- ☐ All mobile phones turned off
- ☐ Remain impartial
- ☐ Consider mitigation
- ☐ Explain appeal rights
- ☐ Provide timeframe of when letter of confirmation of outcome will be received