

Disciplinary Process Overview

Who should be involved

It is important you have, where possible, separate, and impartial people in place for each of the key stages listed below.

If you do not have a separate person available for each of the individual stages, then it is important at the very least that you have an impartial person (usually the most senior manager in the business) available for the appeal stage. This person should not be involved in any of the previous stages.

Please ensure you have a note-taker present for each of the stages of the disciplinary process, and where possible and for consistency purposes, try to use the same note-taker throughout.



1. Conduct an investigation meeting.

The employee’s line manager, if appropriate, will normally conduct the investigation. No notice is required and there is no right to be accompanied.

If the allegation potentially amounts to gross misconduct (common examples of gross misconduct include theft, fighting, being under the influence of drugs or alcohol at work) consider whether or not it is appropriate to suspend the employee on full pay while investigations are carried out.

2. Disciplinary meeting

If there is a case to answer following initial investigations, a separate and usually more senior person would then write to the employee and make arrangements to hold the disciplinary meeting. A minimum of 3 days’ notice should be given to the employee and the employee has the right to be accompanied by a work colleague or trade union representative.

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3. Outcome

A decision on the outcome should not be reached until after the disciplinary meeting is held. If it is decided, based on all the evidence that a formal warning is needed (for example). This will need to be confirmed to the employee. This can be face to face and a letter issued via email after meeting with the employee or letter can just be issued via email.

4. Appeal

The employee has the right to appeal the outcome up to five days after a decision has been confirmed. If the employee appeals against the disciplinary outcome, the appeal meeting would then normally be heard by another different, impartial person. Appeal meetings are usually held by the most senior member of staff such as a director. The employee has the right to be accompanied by a work colleague or trade union representative.

This process is also laid out in more detail within the employee handbook and can be accessed on the shared drive. If you have any questions, please contact HR.

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