

DISCIPLINARY PROCESS

1

Provide the employee with 24 hours notice that they are to participate in a disciplinary meeting with their manager.

2

When providing the employee notice, in writing, also inform the employee they can bring a support person* to the meeting and outline the reason for the meeting. **A support person is someone that will attend the meeting with the employee but can not act as an advocate or speak on behalf of the employee during the meeting.*

3

At the time of the meeting, if the employee elects not to bring a support person ensure you confirm they are comfortable in proceeding with the meeting without a support person present. If they have a support person in attendance, remind the support person of their role during the discussion.

4

Begin the discussion by outlining the intention of the meeting and the concerns to be discussed. Remember that this is the opportunity for the employee to provide their feedback/side of the story and they need a fair opportunity to respond during the meeting.

5

It is important to remember, before informing the employee of the outcome of the meeting or next steps you are to break the meeting to deliberate on what was discussed during the meeting.

6

Once you have taken the time to deliberate (this needs to be a reasonable time frame to ensure that the employee comments have been taken onboard and considered, and may involve a subsequent meeting to be held) the outcome of the meeting can be discussed with the employee.

7

To ensure that all parties are clear on the outcome and next steps the discussion needs to be documented and an outcome letter issued to the employee (e.g. formal warning, re-training, performance improvement plan). This letter should be issued to the employee as soon as practicable after the meeting.

8

Ensure all notes and documentation are kept on file for future reference. Follow up with the employee in line with the outcome to ensure they are clear on future expectations and accountability.