



HOW TO CONDUCT DISCIPLINARY MEETINGS

the easy complete guide for employers

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HOW TO CONDUCT DISCIPLINARY MEETINGS

INTRODUCTION

The purpose of a disciplinary meeting is to establish what happened, so that the employer can make an informed decision on how to prevent the incident from happening again. In other words, deciding whether to discipline, and how, is done **AFTER** the disciplinary meeting.

But first, the employer must investigate the incident thoroughly, and collect enough facts to allow them to decide whether to pursue the matter or not. If there is no case to put to the employee, there is no disciplinary enquiry. Once there are enough facts to decide whether there is a case to be answered, the employee is advised that a disciplinary enquiry is to follow.

It is worth pointing out here that the most effective way to change conduct or performance is to allow the employee to take more responsibility for their conduct and performance. Allowing them to help clarify the problem as well as the solution enables them to be more committed to a successful outcome and so to effectively resolve the conflict. This is not the same as doing nothing and will involve -

- empowering the employee to a certain extent.
- acting firmly but fairly.
- compromising or finding middle ground where possible.
- avoiding hostility and conflict.

PROCEDURE FOR A DISCIPLINARY INQUIRY

The BASIC procedure for any disciplinary inquiry is -

- Investigate the incident to decide whether there are enough facts to put the allegation to the employee.
- Advise the employee of the enquiry in writing.
- Hold the enquiry meeting and listen to the employee's explanation.
- After the meeting, consider the employee's explanation and decide whether it is acceptable. If not, what disciplinary action is necessary to change the employee's behaviour?
- Advise the employee of your decision in writing.

HOWEVER, each category of disciplinary action requires specific documents which we have drafted for your use. Simply find the correct category in the contents section, turn to the correct pages and follow the specific procedure and documents closely. If in doubt, phone AdviceWise People.

KEY POINTS

CONDUCTING DISCIPLINARY MEETINGS

- Purpose of disciplinary meeting is to establish what happened and hear employee's explanation
- Purpose of disciplinary action is to prevent incident from recurring
- Procedure –
 - Investigate event; decide whether enough facts to put allegation to employee
 - Advise employee that disciplinary action may follow
 - Hold meeting and listen to employee's explanation
 - Decide whether explanation acceptable
 - If not, decide action required to prevent recurrence
 - Advise employee in writing