Handling discipline – an overview

* Always follow the Disciplinary Procedure
* It may be helpful to consider mediation at any stage

Conduct or performance improves – action complete

Member of staff dismissed

Provide member of staff an opportunity to appeal

Conduct or performance fails to improve sufficiently – take further action

Conduct or performance fails to improve sufficiently – take further action

Inform member of staff of result

* no action
* oral warning
* first written warning (second or first and final) written warning
* dismissal or other sanction

Take formal action

* establish facts
* notify member of staff in writing
* hold meeting
* allow the member of staff to be accompanied
* decide action

Take informal action wherever possible