

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Disciplinary

FACT SHEETS

[How to Carry Out a Disciplinary Investigation](#)

Fact sheet advising managers on how to carry out a disciplinary investigation.

[How to Compile a Report on the Outcome of an Investigation](#)

Fact sheet advising managers on how to compile a report on the outcome of an investigation.

[How to Conduct a Disciplinary Hearing](#)

Fact sheet advising managers on how to conduct a disciplinary hearing.

[How to Present a Case at Appeal](#)

Fact sheet advising managers on how to present a case at appeal.

[How to Present a Management Case](#)

Fact sheet advising managers on how to present a management case.

[How to Take a Statement During an Investigation](#)

Fact sheet advising managers on how to take a statement during an investigation.

FORMS

[Investigating Officer Report](#)

To be completed by the Investigating Officer, once the investigation has been completed.

[Appeals Committee Report](#)

To be completed by the person who chaired the disciplinary hearing, in the event of an appeal against serious action or dismissal.



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[Disciplinary Appeal Form](#)

To be completed and submitted by the employee or nominated trade union representative detailing the grounds of appeal.

FLOWCHARTS AND TABLES

[Disciplinary Actions Table - Teaching](#)

Table outlining any actions for the various stages of Disciplinary Procedure for Teachers.

[Disciplinary Actions Table - Local Government](#)

Table outlining any actions for the various stages of Disciplinary Procedure for Local Government.

[Process Flowchart](#)

Flowchart outlining the Disciplinary Process.

SAMPLE WORDING

Teachers and Associated Professionals

[Suspension](#)

[Suspension Extension](#)

[Inform Employee of an Investigation](#)

[Witness Statement](#)

[Invite Witness to Investigatory Meeting](#)

[Invite Employee to Investigatory Meeting](#)

[Conclusion of the Investigation](#)



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[No Further Action Following Investigation](#)

[Invite Employee to a Disciplinary Hearing](#)

[No Further Action Following Hearing](#)

[Initial Warning](#)

[Written Warning](#)

[Final Written Warning](#)

[Dismissal](#)

[Warning Disregarded](#)

Local Government, Craft and Chief Officials

[Suspension](#)

[Suspension Extension](#)

[Inform Employee of an Investigation](#)

[Invite Person who made Allegation to an Investigatory Meeting](#)

[Witness Statement](#)

[Invite Witness to Investigatory Meeting](#)

[Invite Employee to Investigatory Meeting](#)

[Conclusion of the Investigation](#)

[No Further Action Following Investigation](#)

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[Invite Employee to a Disciplinary Hearing](#)

[No Further Action Following Hearing](#)

[Written Warning](#)

[Final Written Warning](#)

[Dismissal](#)

[Warning Expired](#)

