Good Disciplinary Procedures

- are in writing
- are non-discriminatory
- provide for matters to be dealt with speedily
- allow for information to be kept confidential
- tell employees what disciplinary action might be taken
- state levels of management authorised to take the various forms of disciplinary action
- require employees to be informed of the complaints against them and supporting evidence, before a disciplinary meeting
- give employees a chance to have their say before management reaches a decision provide employees with the right to be accompanied
- provide that no employee is dismissed for a first breach of discipline, except in cases of gross misconduct
- require management to investigate fully before any disciplinary action is taken
- ensure that employees are given an explanation for any sanction and allow employees to appeal against a decision
- apply to all employees, irrespective of their length of service, status OR state if there are different rules for different groups
- ensure that any investigatory period of suspension is with pay, and specify how pay is to be calculated during this period. (If, exceptionally, suspension is to be without pay, this must be provided for in the contract of employment)
- should also ensure that any suspension is brief, and is never used as a sanction against the employee prior to a disciplinary meeting and decision.
- keep the employee informed of progress
- ensure that the employee will be heard in good faith and that there is no pre-judgement of the issue

- provide that where the facts are in dispute, no disciplinary penalty is imposed until the case has been carefully investigated, and there is a reasonably held belief that the employee committed the act in question.