Policy

Date: 1 December 2015

Review Date: 1 December 2018

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Please note that this is a simplified flowchart to assist managers in following the Disciplinary Procedure. Managers in using this flowchart **must** also refer to the Disciplinary Policy & Procedure located on b-hive and seek advice from the Local People Team.

**Disciplinary Procedure Flowchart**

Manager investigates

Is there a case to answer?

No

End

Yes

Discuss with member of staff

Explanation accepted?

Yes

End

No

Incident serious?

No

In cases of minor misconduct, address via informal action. Agree action plan, coaching and support as appropriate.

Yes

Invite to disciplinary hearing if there is a case to answer.

On the balance of probability, are the allegations

proven?

No

Consider any learning and development needs/additional support.

Procedure Ends.

Alleged Gross Misconduct?

Manager conducts initial enquiries and risk assessment to decide whether the employee can remain in the workplace or whether suspension or temporary redeployment is appropriate whilst a full investigation takes place.

Yes

Misconduct - issue

formal written warning, (first, first and final or final), as appropriate and right of appeal

Gross

Misconduct

Appeal

Warning

Not Upheld

Withdraw warning or reduce duration, as appropriate

Warning

Upheld

Further Misconduct

Manager

Is there a disciplinary case to answer?

Yes

Invite to disciplinary interview

On the balance of probability are the allegations proven?

Yes

Disciplinary action and offer right of appeal.

If no mitigating circumstances,

summary dismissal, otherwise dismiss with notice and offer right of appeal

Appeal

Dismissal

Upheld

Dismissal

Not Upheld

Reinstate

No

End

No

If no mitigating circumstances,

summary dismissal, otherwise dismiss with notice and offer right of appeal

Consider any learning and development needs/additional support.

Procedure Ends.

Gross

Misconduct?

Manager conducts initial enquiries and risk assessment to decide whether the employee can remain in the workplace or whether suspension or temporary redeployment is appropriate whilst a full investigation takes place.

Is it alleged gross

Misconduct?