**Disciplinaries – Line Manager Guide**

Line Managers may get involved in dealing with disciplinary cases.

**Key Points to Consider When Dealing With Potential Disciplinary**

* Consider the facts and plan an action list. Assign the roles to each step based on this list.
* Always follow the Company’s written disciplinary policies to ensure fairness in the process.
* Always conduct a thorough investigation to establish the full facts of the case.
* It is good practice for the investigation to be conducted by a manager who will not be involved in the disciplinary meeting. This may not always be possible in small companies; however, an independent person, such as an HR consultant, can be involved in the meeting.
* Always send a written invitation to the employee in question if a disciplinary meeting is needed.
* Allow a reasonable time between sending the invite and the meeting date. This is to ensure the employee has time to prepare and make arrangements. 48 hours (not including weekends) or more is considered reasonable.
* Always advise the employee in the invitation of their right to be accompanied by a fellow worker or trade union representative in writing.
* It is best practice to have a separate notetaker at the meeting or record the meeting if the employee consents. This will allow the Meeting Manager to focus on the case.
* The Meeting Manager should allow the employee or companion to put their case forward.
* At the end of the meeting, the Meeting Manager either adjourns to make a decision or advises the employee when the decision will be made. The adjournment should not be less than 30 minutes.
* Consider all evidence before making a decision. Further investigation may also be necessary following the meeting to verify some details.
* Provide the outcome of the meeting in writing to the employee. Explain the reasons for the decision and advise the employee of their right to appeal if they disagree with the decision.
* Advise of the remedial action to ensure no repeats.

If an appeal is received following a disciplinary outcome, this should be dealt with fairly as per the Company’s written disciplinary policies.

* It is best practice for the appeal Meeting to be handled by someone other than the manager conducting the original disciplinary Meeting.
* Send a written invitation to the employee for the appeal Meeting.
* Allow a reasonable time between sending the invite and the meeting date. This ensures the employee has time to prepare and make necessary arrangements. 48 hours (not including weekends) or more is considered reasonable.
* Always advise the employee in the invite of their right to be accompanied by a fellow worker or trade union representative.
* It is best practice to have a separate notetaker at the appeal meeting or record the meeting if the employee consents. This will allow the Meeting Manager of the meeting to focus on the case.
* The Meeting Manager should allow the employee or companion to put their case forward. This should not be a repeat of the original Meeting. The employee should explain their reasons for the appeal and provide new evidence if available.
* At the end of the appeal meeting, either adjourn to make a decision or advise the employee when the decision will be made.
* Consider all evidence before making a decision. Further investigation may also be necessary following the meeting to verify some details.
* Provide the outcome of the appeal Meeting in writing to the employee. Explain the reasons for the decision and advise the employee that there is no further right to appeal this decision.