

# DISCIPLINARY PROCEDURES

COURSE CONTENT OVERVIEW

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This Disciplinary Procedures course is designed to help employers and managers understand the importance of having a fair, consistent and appropriate disciplinary procedure in their workplace. The course looks at why disciplinary procedures are beneficial, the types of misconduct that you may encounter, the different penalties that can be given to employees and how to conduct an investigation, disciplinary hearing and appeal hearing if required.

### **Module One: Introduction**

This module explains why a documented disciplinary procedure is important for your business and outlines your responsibilities in ensuring that the procedures are implemented and followed.

- What is a disciplinary procedure?
- Why is a disciplinary procedure needed?
- Benefits of having procedures
- Consequences of not having procedures
- Management and employee responsibilities
- Accessibility
- ACAS Code of Practice

### **Module Two: Investigations and Disciplinary Hearings**

This module explains the different types of misconduct, looks at what happens during an investigation into an allegation, and details the procedure to follow should a disciplinary hearing be necessary.

- Types of misconduct
- Investigations
- Suspension
- Verbal warnings
- Preparing for a disciplinary hearing
- During the hearing
- The final decision
- Keeping records

### **Module Three: Dismissal and Penalties**

This module explains the different penalties that employees may receive as a result of their misconduct, including first and final warnings or dismissal. The module also explains when a dismissal is fair and unfair.

- Penalties for misconduct
- First written warnings
- Final written warnings
- Dismissal
- Unfair dismissal
- Constructive and wrongful dismissal
- Gross misconduct
- Dismissal procedure
- Alternatives to dismissal

### **Module Four: Grievances and Appeals**

This module explains the grievance procedure that your company should have in place and explains what happens when an employee wants to dispute a disciplinary decision. The module also looks at Employment Tribunals and mediation as ways of resolving employee disputes.

- What is a grievance?
- How a grievance should be raised
- Grievance policy and procedure
- Making an appeal
- Appeal meetings and hearings
- The final decision
- Employment Tribunals
- Mediation
- Whistleblowing

## Aims of the Training

By the end of this course, learners will:

- Know why having disciplinary and grievance procedures are essential for their business.
- Understand what needs to be included in a disciplinary procedure and be able to give examples of minor misconduct, serious misconduct and gross misconduct.
- Understand what happens during an investigation and disciplinary hearing.
- Be aware of the different penalties that employees may receive, including first and final warnings and dismissal.
- Understand what constitutes unfair dismissal.
- Know what happens when an employee appeals a decision or makes a claim to an Employment Tribunal.