

COURSE CONTENT OVERVIEW

Disciplinary Procedures



0333 006 7000
www.highspeedtraining.co.uk

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 sanctions 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 Sanctions

This module explains the different sanctions 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.

- Sanctions for misconduct
- First written warnings
- Final written warnings
- Dismissal
- Fair Dismissal
- Unfair dismissal
- Constructive and wrongful dismissal
- Dismissal for 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 an outcome 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 all businesses need clear and easily understood disciplinary and grievance procedures.
- Understand what could constitute misconduct, serious misconduct and gross misconduct, and the processes to follow to effectively deal with these.
- Understand what happens during – and how to carry out – an investigation and a disciplinary hearing.
- Understand the different sanctions that employees could 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.