Handling Discipline – an overview

- Always follow the Disciplinary Procedure
- It may be helpful to consider mediation at any stage

Take informal action wherever possible

Take formal action
- establish facts
- notify member of staff in writing
- hold meeting
- allow the member of staff to be accompanied
- decide action

Inform member of staff of result
- no action
- oral warning
- first written warning
- final (second or first and final) written warning
- dismissal or other sanction

Issue resolved – action complete

Provide member of staff an opportunity to appeal

Conduct or performance fails to improve sufficiently - take further action

Conduct or performance improves - action complete

Member of staff dismissed