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Whilst you are welcome to use the documentation as you see fit, we strongly recommend that you take specific legal advice from the team at [Primed](https://primed.co.uk/) as to the appropriateness of the documentation that you intend to issue in your particular set of circumstances. We promise we are very friendly!

In the event that you do use the documentation without first taking our advice, we need to be clear that in those circumstances, no relationship is created between you and any of the Outset Group Companies.

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Primed gives you everything you need to manage a team and keep them safe by giving you access to unlimited employment law, HR and health & safety advice from our team of experts for an affordable monthly fee - plus free access to hundreds of online resources.

We’re part of the Outset Group and are backed by legal expertise. We pride ourselves on getting to know your business and your appetite for risk, as well as the quality of advice we provide and exceptional levels of customer service.

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**EMPLOYEE – DISCIPLINARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order of Events** | **Responsibility** | **Further detail** | | **Completed** |
| Introduce the Hearing |  | The purpose of the Hearing is to establish the facts in relation to INCIDENT and to determine if there are grounds to issue a disciplinary sanction. | |  |
|  | Confirm employee has received the disciplinary invite letter, Disciplinary Policy and copies of all relevant evidence obtained. | |  |
|  | Confirm phones are switched off and that no permission is granted for use of recording devices. | |  |
|  | Confirm that both parties can call an adjournment at any time. | |  |
| Does the employee have any live warnings/previous disciplinary warnings |  | Yes / No (please circle as appropriate)  Stage One Warning / Stage Two Warning / Final Written Warning (please circle as appropriate)  Confirm the employee understands that their previous warning is live until DATE. | |  |
| Introduce those present at the Hearing |  | NAME in attendance as Chair of the Hearing. | |  |
|  | NAME in attendance as note taker/HR support. There is no requirement for notes to be verbatim (word-for-word). | |  |
|  | Has the employee attended with a companion? | |  |
| No | Is the employee happy to continue without one? |  |
| Yes | Explain their role – they should be allowed to address the hearing to put and sum up the employee’s case, respond on behalf of the employee to any views expressed at the Hearing and confer with the employee during the Hearing. The companion cannot answer questions on the employee’s behalf, address the Hearing if the employee does not wish it or prevent the Company from explaining the case. |  |
| State the case |  | Summarise the allegations as per the disciplinary invite letter. | |  |
| Questions |  | Detail the discussion with the employee and the questions asked below:  Provide an employee with a reasonable opportunity to ask questions. Make a note of any questions that you aren’t able to answer and inform the employee of these. | |  |
| Anything else to add? |  | Does the employee have anything else he wishes to add/any further evidence to consider? | |  |
| Adjourn |  | Confirm that an adjournment shall now be held whilst the decision is considered.  [IT IS USUALLLY APPROPRIATE TO CONFIRM THE OUTCOME OF THE DISCIPLINARY PROCEEDINGS IN WRITING, WITHIN 24 – 48 HOURS OF THE HEARING – UNLESS FURTHER INVESTIGATION IS REQUIRED] | |  |