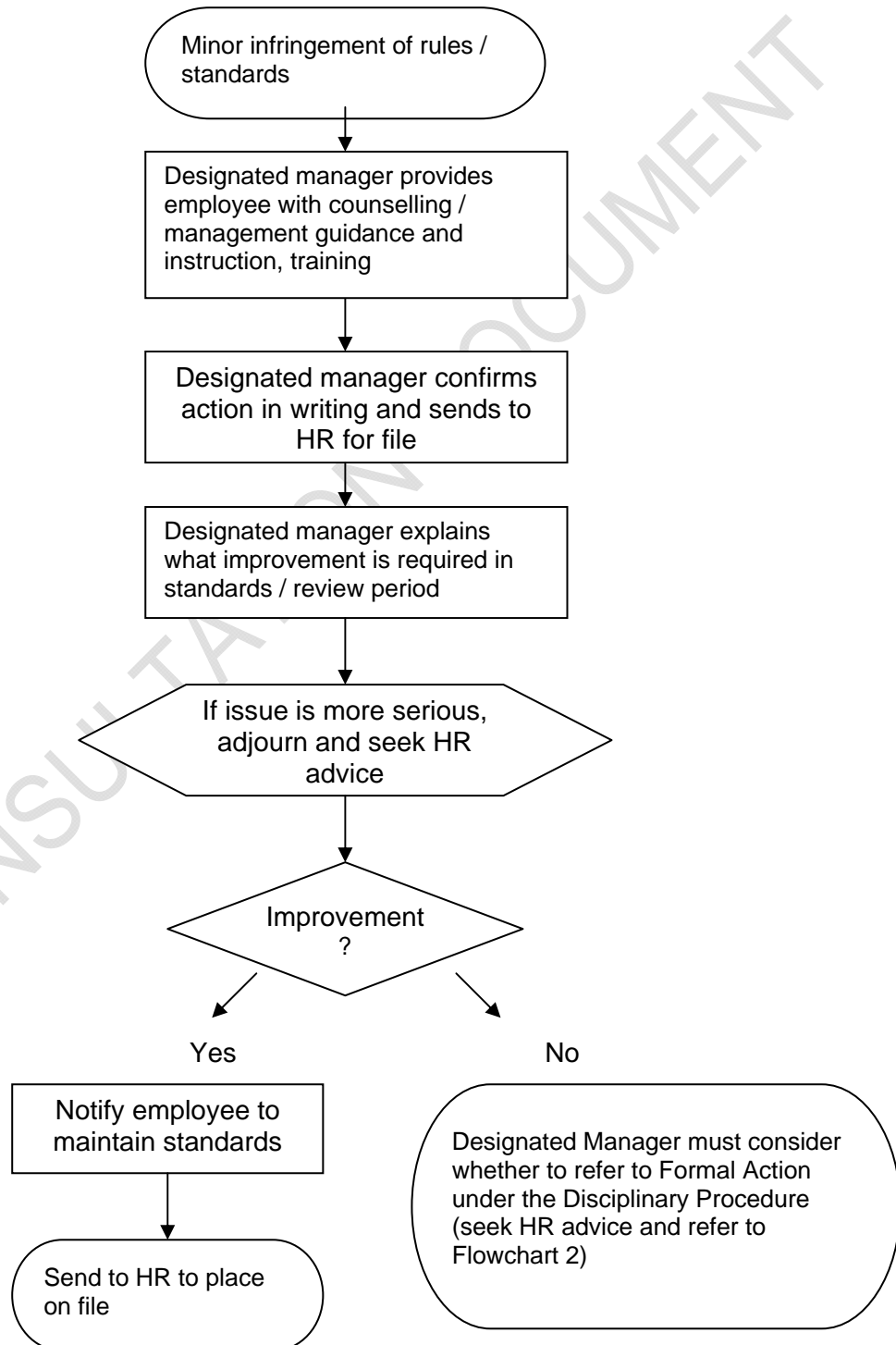


Disciplinary Procedure

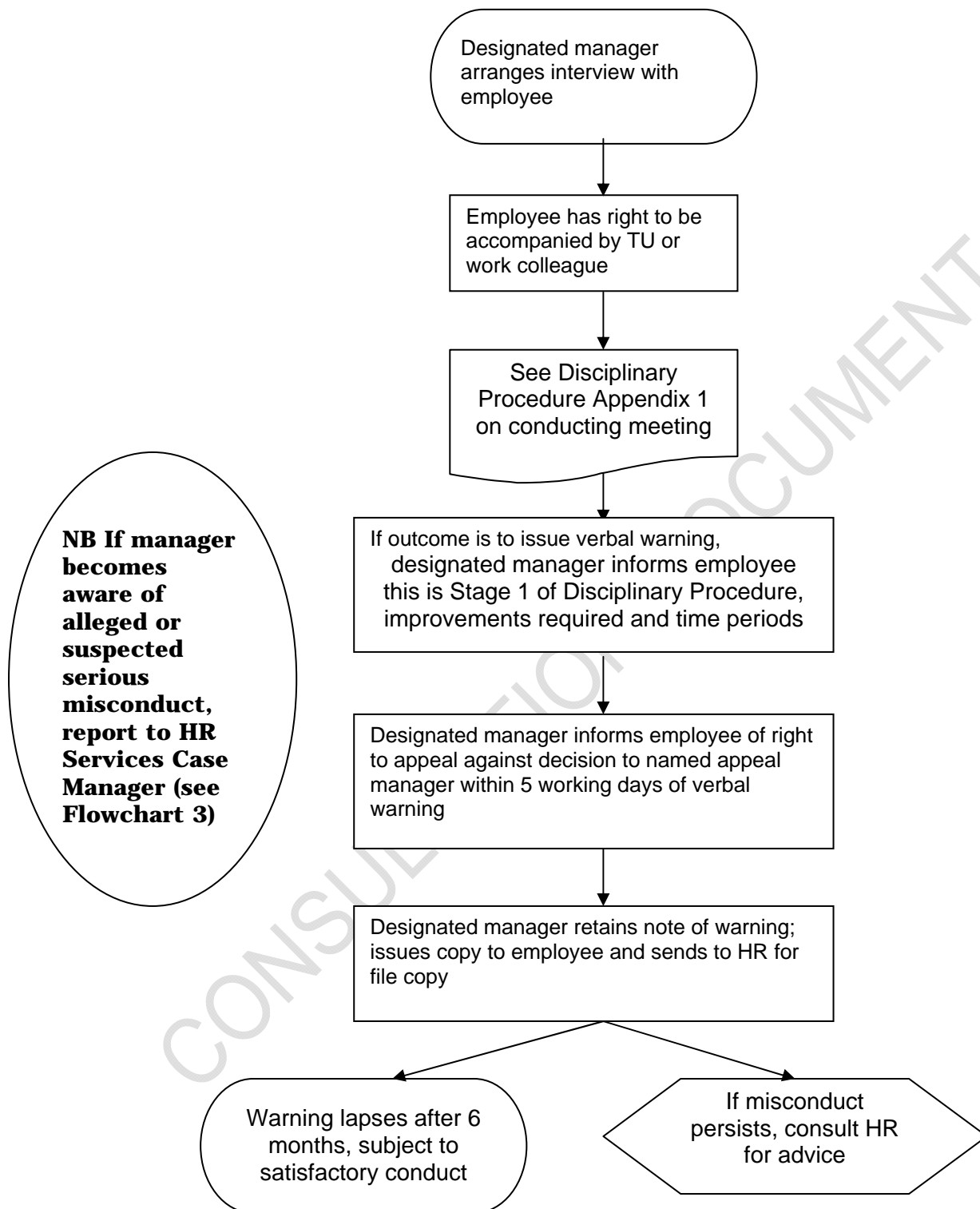
Discipline and Grievance Flowcharts

Flowchart 1 - Informal Action



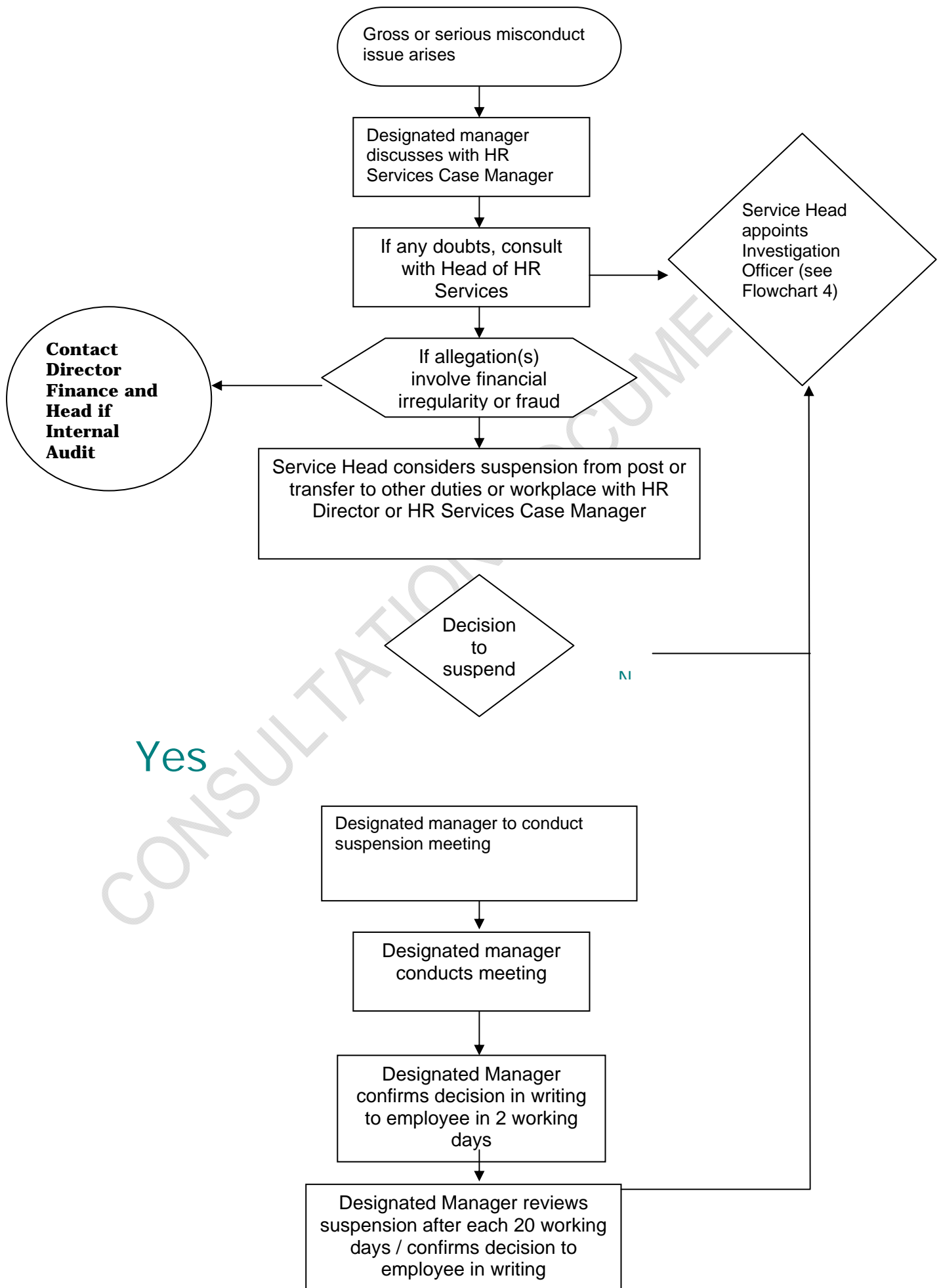
Disciplinary Procedure

Flowchart 2 - Formal Action Minor Misconduct & Verbal Warning Procedure



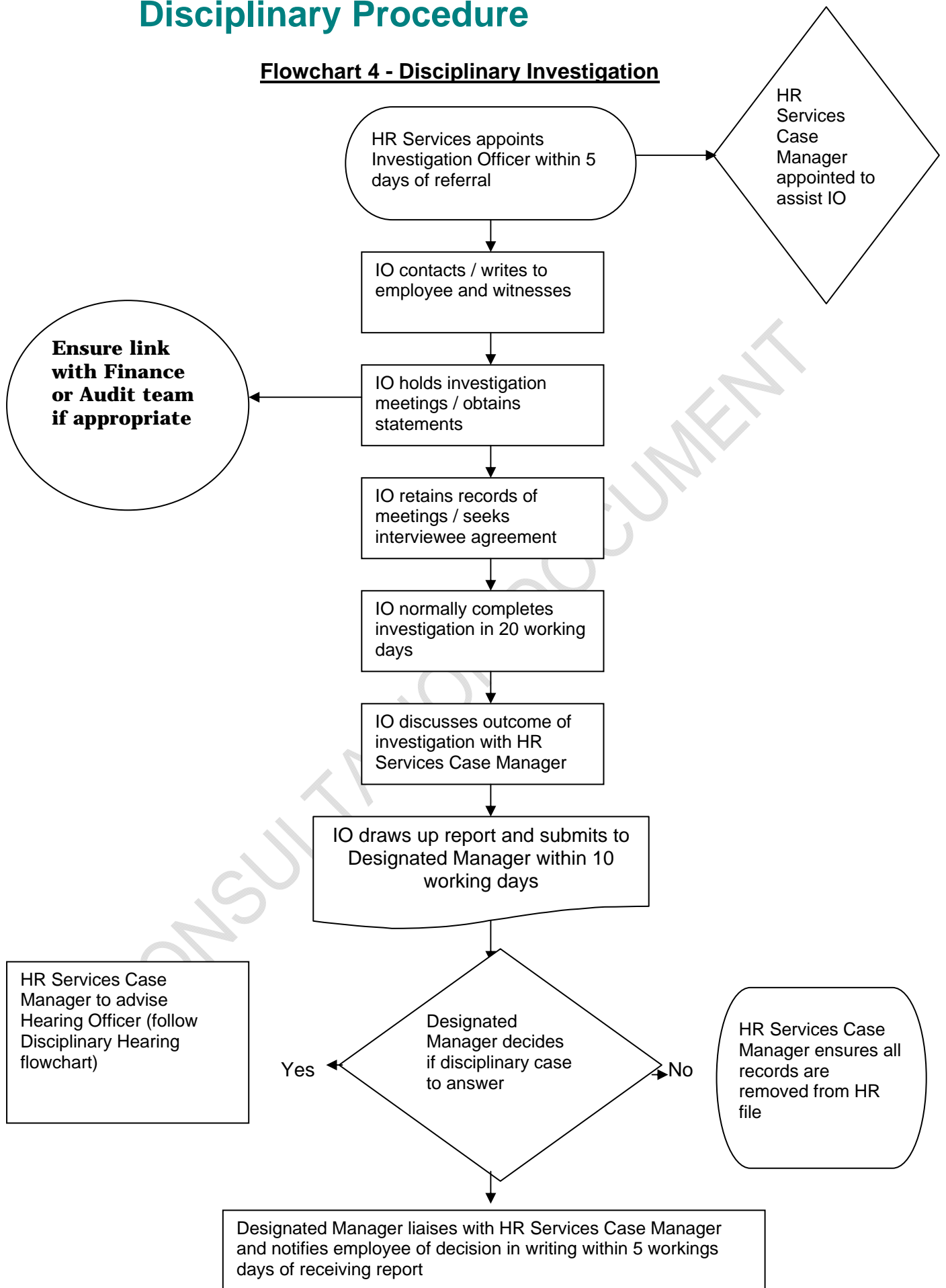
Disciplinary Procedure

Flowchart 3 - Gross / Serious Misconduct and Suspension



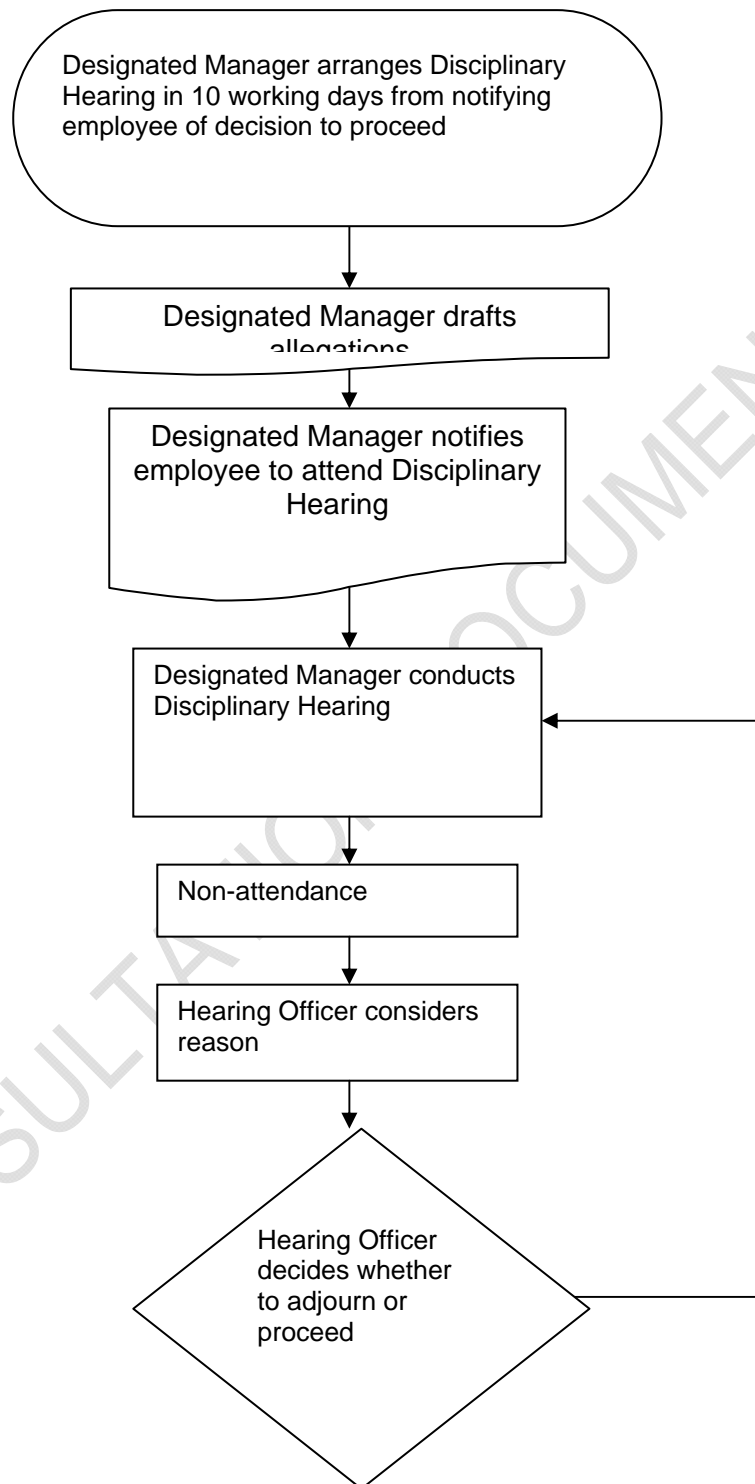
Disciplinary Procedure

Flowchart 4 - Disciplinary Investigation



Disciplinary Procedure

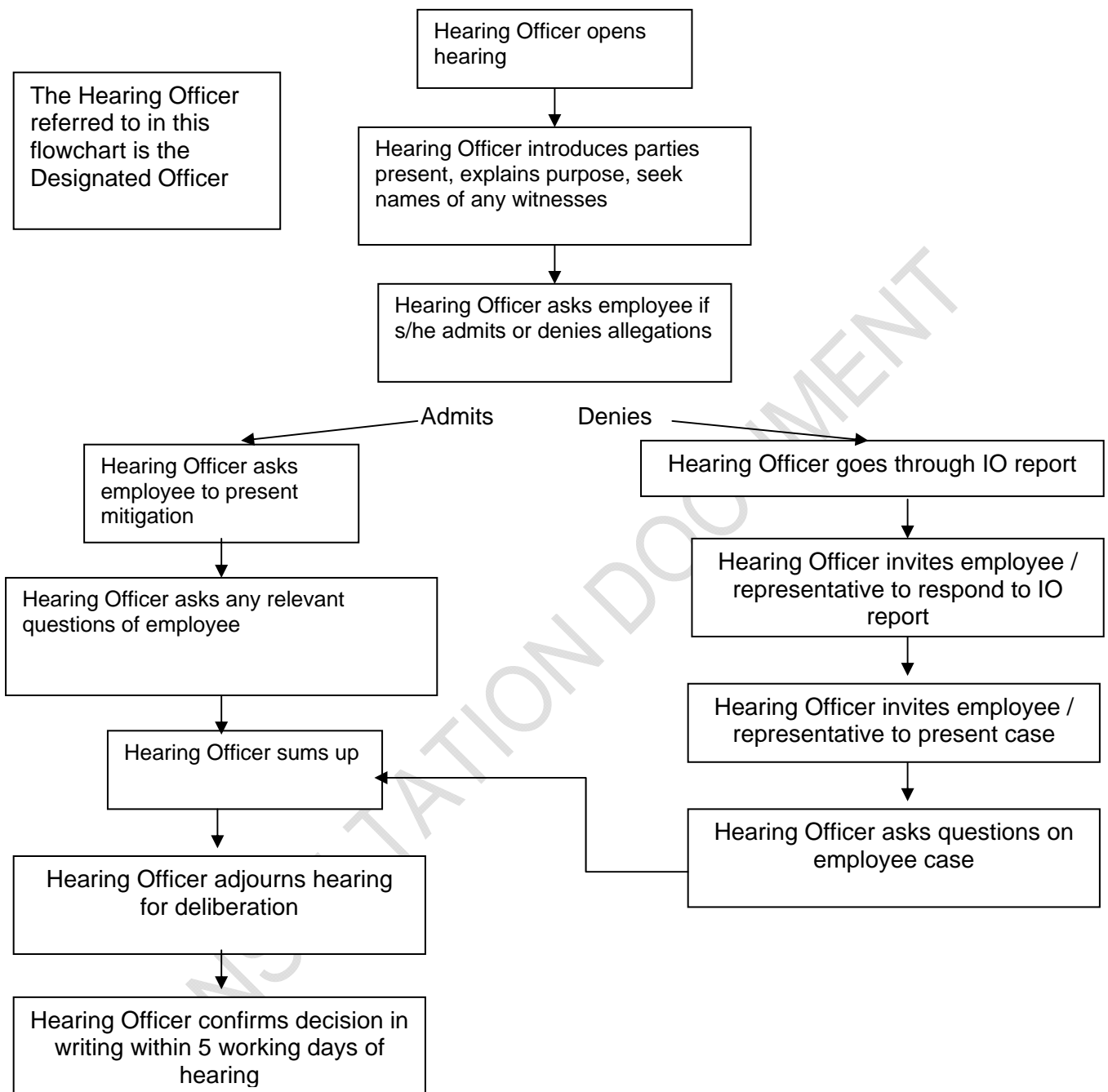
Flowchart 5 - Arranging a Disciplinary Hearing



NB If representative unavailable, arrange alternative date within 5 working days; or if employee unable to attend due to sickness, ensure medical certificate is submitted, consider referring to Capita Occupational Health advisers to seek medical opinion on likely return to work date and fitness to attend a hearing; then rearrange date pending medical information

Disciplinary Procedure

Flowchart 6 - Disciplinary Hearing Procedure



Flowchart 7 - Appeals Procedure

