

HOW TO RUN A

DISCIPLINARY MEETING.



1 Notify the employee of a disciplinary meeting

Before any meeting regarding the conduct of an employee, they should be advised in writing of the upcoming meeting. This allows the individual to assess any allegations raised, and importantly to arrange for a support person they may wish to accompany them.

2 Provide an opportunity for the employee to respond

Allowing the employee to respond to any claims of misconduct is a vital step in the process.



3 Provide the option of bringing a support a person

There is no definitive list of the type of support person an employee can bring to a disciplinary meeting. However, for the sake of affording the employee procedural fairness, they should have the option to bring someone to emotionally support them through the process.



4 Provide opportunity for the employee to address their conduct

A disciplinary meeting is not automatically a meeting before the employee is dismissed, it is a time for both parties to address a specific issue with the employee's conduct.

