



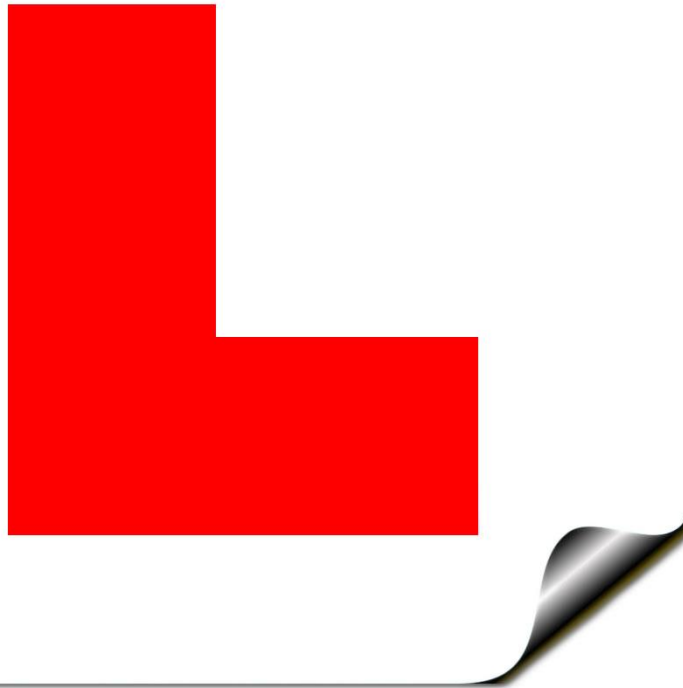
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Managing the Disciplinary Process – A Refresher

presented by Samantha Grimes – Senior Associate

Probationers: How the DP applies to them

Reviewing the application of the rules to employees on Probation





Disciplinary Process: A guidebook

A carefully drafted document: less surprises for you

- Contractual vs non-contractual
- Advantages & Disadvantages

ACAS Code of Conduct: A benchmark?

A road map to a useful and helpful disciplinary procedure

“It provides a basic practical guidance for employers, employees and their representatives and sets out principles for handling disciplinary (and grievance) situations in the work place. The code does not apply to dismissals for redundancy or to dismissals for non-renewal of fixed term contracts on their expiry”

Overriding principle? **Act Fairly**

Acting reasonably protects you and your business in the long run

- Act promptly
- Act consistently
- Investigate to establish facts
- Inform to allow a response
- Allow employee to be accompanied
- Appeal



Elements of a good Disciplinary Process

A number of steps essential to protecting employer & employee



Elements of the Disciplinary Process:

Establishing the facts and informing the employee

1. Establish facts
2. Inform the employee

“As you are aware, last Wednesday you failed to issue the 20 account statements due on that day. This is not the first time that this has occurred! Please come to my office at 9.00am tomorrow to discuss”

Elements of the Disciplinary Process:

Discuss, consider, decide

3. Hold a meeting to discuss the issue
4. Allow the employee to be accompanied
5. Decide on 'appropriate' action

“Further to our meeting yesterday. We are not satisfied with the explanations you gave as to why you attended work late three times last week and therefore we have decided to terminate your employment. You may appeal this decision”

Elements of the Disciplinary Process:

Inform

6. Appeal





Thank you for your time.

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