

Who should attend: Managers and employers who want to ensure that their disciplinary procedures are fair and consistent.

Aims: To develop the key skills and knowledge to successfully manage employee misconduct and grievance procedures

Learning Objectives

By the end of this course, students will:

- Be able to implement effective disciplinary procedures in the workplace
- Ensure and maintain satisfactory standards of conduct
- Be able to prepare for and conduct a disciplinary hearing and handle grievance procedures
- Understand the guidelines concerning disciplinary measures
- Understand what happens when an employee raises a grievance or appeals a disciplinary outcome

Topics

Introduction to Disciplinary & Grievance Procedures

- Why the need for a procedure?
- The ACAS code of practice
- Management and employee responsibilities

Types of misconduct

- Serious misconduct
- Gross misconduct

Investigations and Disciplinary Hearings

- Undertaking investigation
- Verbal warnings
- Preparing for a hearing
- Conducting the hearing
- Keeping records

Sanctions and dismissal

- First written warnings
- Final written warnings
- Dismissal
 - Fair
 - Unfair
 - Constructive and wrongful dismissal
 - Dismissal for gross misconduct
 - Alternatives to dismissal.

Grievances and appeals

- What is a grievance?
- How a grievance should be raised
- Grievance policy and procedure
- Making an appeal
- Appeal meetings and hearings
- Final decision
- Employment tribunals, mediation, and whistleblowing.