Appendix D: Disciplinary Procedure Flowchart

Alleged Misconduct takes place

Should matter be dealt with informally?

- NO: Suspend employee if appropriate
- YES: Deal Informally

Appoint Investigation Manager

HR Advisory Services provides support

Undertake Investigation and prepare report

Is a disciplinary hearing required?

- NO
- YES: Notify Employee/Offer Advice & Guidance (if appropriate)

Does Statute 18 apply?

- NO
- YES: Notify employee of hearing (10 days notice) and names of witnesses to be called

Follow Statute 18 procedure (See para. 5.9 of policy)

All relevant parties provided with written submissions (min. 5 days notice)

Hearing Takes Place (See Appendix C)

Is disciplinary sanction awarded?

- YES: Panel decides on level of sanction
- NO: Advise employee verbally and in writing (1 day/5 days) after decision made

Employee decides whether to exercise right of appeal