UCL Human resources

**Appendix D: Disciplinary Procedure Flowchart**

Alleged Misconduct

takes place

Should

matter be dealt with

informally

?

YES

Undertake

Investigation and

prepare report

Appoint Investigation

Manager

Employee Relations

provides support

Is a disciplinary

hearing required

?

NO

Deal

Informally

Notify Employee

/

Offer Advice

&

Guidance

(

if appropriate

)

YES

Hearing Takes

Place

(

See Appendix C

)

Is

disciplinary sanction

awarded

?

NO

Panel decides

on level of

sanction

All relevant parties

provided with written

submissions

(

min

.

5

days notice

)

Advise employee

verbally and in writing

(

1

day

/

5

days

)

after

decision made

Employee decides

whether to exercise

right of appeal

*Suspend employee*

*if appropriate*

Required witnesses

invited to hearing

(

min

.

8

days notice

)

YES

Notify employee of

hearing

(

10

days

notice

)

and names of

witnesses to be called

Does

Statute

18

apply

?

NO

YES

NO

Follow Statute

18

procedure

(

See

para

.

42

.

of policy

)