

The disciplinary process



✓ Do's

- Issue a letter to the employee to outline findings and instruct them to meet to provide their response
- Mention they are welcome to have a support person with them
- Be respectful and generous in your communication
- Prepare for the meeting - confirm process, materials, roles
- Have two people represent the company in meetings, ideally the direct manager and HR
- Document their response to each finding
- *Consider* their response before making a decision

✗ Don'ts

- Pre-determine the outcome of the meeting
- Veer off the process
- Draw your own conclusion on what happened or put words in their mouth
- Raise new allegations or issues at the meeting
- Let the support person speak on the employee's behalf
- Engage in any argument with the employee