

Disciplinary, Dismissals & Grievances

- Do you need to discipline an employee? Do you know which procedure you need to follow? What does this involve? If you do not follow the correct procedures, your employee may have a claim for automatic unfair dismissal.
- What are the new rules relating to disciplinary and dismissal which come into force in April 2009?
- Do you have a disciplinary and dismissal policy in place? Do you have contracts and a staff handbook which detail your policies?
- If you have an employee who has faced disciplinary action previously, can you take previous warnings into account in subsequent disciplinary hearings?
- If you call a meeting, who is your employee entitled to bring to this meeting?
- Does an appeal meeting need to be held? If so, who should chair the meeting?
- Have you had a complaint from an employee? Do you know which procedure you need to follow? Do you need to carry out an investigation? If so, who should do this?

For answers and guidance from the Employment & HR team call 01159 888 777

The information provided above is not intended to be a comprehensive answer to the various problems which can arise. Each situation must be considered on its merits, taking into account all of the relevant circumstances. You are therefore advised no to take any action solely on the basis of the general guidance contained in this note, without first taking detailed legal advice. Fraser Brown will not accept liability for any loss arising out of this guidance note where you have not taken such advice.

Latest Version 6 April 2009



© Fraser Brown 2009

