

# Interactive DVD Disciplinary and Grievance

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## **Brief**

This interactive DVD:

- Chronicles the various stages of the disciplinary process
- Follows the investigatory process, including interviewing witnesses
- Examines the requirements of the formal disciplinary procedure
- Details the 'dos and don't's' of the appeal process.

## **Target Audience**

All Staff with Management Responsibility

## **Course Duration**

3 hours

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## **Benefits**

Discussion topics include:

- Identifying witnesses and separating the parties
  - Suspension and threats to management
  - How to conduct an investigation
  - Statutory right to be accompanied
  - Evidential requirements - documentation and reluctant witnesses
  - Statutory minimum disciplinary procedures
  - Sickness absence during the formal procedure
  - Impact of a Police investigation on employment practices,
  - Consistency of treatment when issuing disciplinary sanctions;
  - The appeals process and misconduct discovered after termination of employment.
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