

## Disciplinary Hearings and Appeals

4

### Learning outcomes:

- Understand the potential outcomes of the hearing
- Understand the appeals process.
- Know how to handle absences and grievances that may arise during a disciplinary process.

### What you will need:

- Handout 8 – Possible hearing outcomes
- Handout 9 – The appeal process
- Handout 10 – Common errors in disciplinary hearings
- Handout 11 – Sickness scenario (Renata)
- Handout 12 – Summary of tribunal case and appeal

### Content and suggested timings:

Possible hearing outcomes	10 minutes
The appeal process	15 minutes
Common errors	10 minutes
Curveballs:	
▶ Sickness absence	15 minutes
▶ Grievances	5 minutes
Summary	10 minutes
<b>Total duration:</b>	<b>65 minutes</b>

## Possible hearing outcomes

After the hearing and a period of reflection you must decide whether or not disciplinary, or any other action, is justified and inform the employee accordingly in writing.

Note: It is possible to have a two or three stage disciplinary process prior to dismissal. You will be able to see in your own procedures what your organisation prefers. If you have a three-stage process then your first stage may be called 'verbal warning'. Advise delegates that whilst this appears to be an informal warning, it is the 1<sup>st</sup> stage in your formal process, it is in fact a formal warning therefore needs to



be dealt with as seriously as any other warning. Confusingly, it does need to be confirmed in writing following a formal hearing. Delegates would do well to remember that the title 'verbal' in this situation is simply an unfortunate title, and they need to remember not to let it trip them up!

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