

Disciplinary Hearing Checklist

Employee Name:	
Date of Meeting:	
Time of Meeting:	
Attached Documents:	

1. Introduce self as Chairperson of the meeting, and any others present. Give full names and job titles.
2. Confirm that this is a Disciplinary Hearing held under the company's Disciplinary Procedures.
3. Explain to the employee the process to be followed, ie: <ul style="list-style-type: none">• They will be informed of the issue(s) concerned and will then have an opportunity to discuss their case in detail.• Following this, the meeting will be adjourned and the Chairperson will decide on the most appropriate action – this will be confirmed to the employee in writing.
4. Ask the employee if they have any questions about the process to be followed at this stage.
5. If the employee is accompanied, check that they are either a work colleague or a full-time trade union representative who is certified as having received training in acting as a worker's companion at such meetings.
6. Advise the employee of the issue(s) concerned and proceed with the meeting.