



# FORMAL DISCIPLINARY MEETING CHECKLIST

This is a checklist to use when holding formal disciplinary meetings with employees.

<b>Before the Meeting</b>		<input checked="" type="checkbox"/>
<b>1.</b>	Is there an issue with employee conduct (lateness, dishonesty, wrongdoing, etc) as opposed to poor performance?  (If there are performance issues – i.e. where an employee is carrying out their duties, just not to a satisfactory standard – a Performance Improvement Plan is a better way to go. Contact Employment Innovations for more information!)	<input type="checkbox"/>
<b>2.</b>	Have you considered dealing with the matter informally (i.e. having “a quiet word”?)	<input type="checkbox"/>
<b>3.</b>	Do you need to do any more investigation to find out the facts (i.e. speak to witnesses or the employee’s manager, etc)?	<input type="checkbox"/>
<b>4.</b>	Do you have a workplace policy dealing with discipline? If so make sure you follow any requirements in the policy	<input type="checkbox"/>
<b>Give the employee a written invitation to the disciplinary meeting.</b> The letter should contain the following:		<input checked="" type="checkbox"/>
<b>1.</b>	The time, date and location of the meeting (ideally in between 24 to 48 hours’ time)	<input type="checkbox"/>
<b>2.</b>	Details of conduct issues to be discussed at the meeting (so the employee can prepare). Ideally this should state what happened and when. Provide specific examples if possible	<input type="checkbox"/>
<b>3.</b>	A statement telling the employee they can bring a support person to the meeting	<input type="checkbox"/>
<b>4.</b>	A warning that the outcome of the meeting could be a formal written warning or the termination of their employment	<input type="checkbox"/>
<b>5.</b>	A requirement that the employee keeps the content of the letter confidential	<input type="checkbox"/>

At the disciplinary meeting		<input checked="" type="checkbox"/>
1.	Remind the support person (if present) that they cannot talk on the employee's behalf, but are there just to provide support to the employee	<input type="checkbox"/>
2.	Read out each conduct issue from the invitation letter and ask for the employee's response	<input type="checkbox"/>
3.	If termination of employment is being considered, ask the employee for their view as to why they should not be dismissed	<input type="checkbox"/>
4.	Ask the employee if they have anything else to add	<input type="checkbox"/>
5.	Take a note of everything the employee says in the meeting (or bring along someone else to do this!)	<input type="checkbox"/>
6.	Conclude the meeting by telling the employee that you will consider everything they have said and will confirm the outcome in writing shortly	<input type="checkbox"/>

After the meeting		<input checked="" type="checkbox"/>
1.	Consider whether you need to do any more investigation	<input type="checkbox"/>
2.	Think about all the available options: eg taking no action, issuing a formal written warning, termination of employment, etc	<input type="checkbox"/>
3.	Always consider the personal circumstances of the employee before dismissing (age, length of service, ability to find another job, etc) – will this make the decision to dismiss too harsh?	<input type="checkbox"/>
4.	Always seek advice before terminating employment - generally only advisable where the employee has already been issued a number of written warnings or where the misconduct has been very serious	<input type="checkbox"/>
5.	Confirm the decision in writing setting out your reasons	<input type="checkbox"/>

### Disclaimer

The information provided in this checklist is general in nature and is not intended to be a substitute for professional advice. If you are unsure about how this information applies to your specific situation we recommend you contact Employment Innovations for advice.

## ABOUT EMPLOYMENT INNOVATIONS

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