

Disciplinary Procedure for Managers Checklist

Email the HR Manager the incident, the summary of the breach, evidence, the conversation you had with staff, and the policy breached.

- Trigger a disciplinary procedure on the staff member when there is a breach at work or failure in professional conduct
- Call the staff and inform the breach she/he had done.
- If the breach is severe, speak to the HR manager without a delay for staff suspension.
- Email the HR Manager the incident, the summary of the breach, evidence, the conversation you had with staff, and the policy breached.
- The HR manager calls the FSB and registers the case for advice.
- The HR manager invites the staff for the disciplinary meeting
- Attend the disciplinary meeting.
- The HR Manager chairs the meeting and listens to both sides and collects all the evidence.
- The HR manager takes FSB to advise for further action.
- Disciplinary will be issued if the case is substantiated.