



Disciplinary Script

Disciplinary Script

Driver/ Colleague Name:	
Payroll Number:	
Department/location:	
Meeting date:	
Meeting location:	
Meeting start time:	
Meeting finish time:	
Adjournments	
(Start and End times):	
Disciplinary Manager's name, job title:	
Note Taker's name and job title:	
Right to be accompanied:	Accepted / Declined (please delete)
Companion's name and job title:	

Introduction:

My name is **[Name]**, **[job title]**. I'll be conducting this disciplinary meeting and I'm accompanied by **[Name]**, **[job title]**. **[Name]** will take notes of the meeting and you'll be given the opportunity to read those notes and to make any amendments necessary.

I have read these notes and have been able to add or alter them as I wish.

I confirm that they are a true and accurate reflection of the meeting.

Manager's signature

Colleague's signature



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Companion:

If you've chosen to be accompanied, please confirm the identity of your chosen companion.

Name:

Name of Union (if applicable):.....

Colleague department/Business area (if applicable):

You can ask full-time trade union officials to provide proof of their position within the union. Lay trade union representatives can be asked to provide written proof from their union that they are trained or experienced in accompanying colleagues at disciplinary meetings.

Your companion can comment and ask questions during the meeting but they may not answer any questions on your behalf. They can talk with you during the meeting, ask for an adjournment on your behalf and can take notes on your behalf.

Do you or your companion require any reasonable adjustments in order to allow this meeting to go ahead?

.....

What will happen at this meeting:

The reason for this meeting is

.....

.....

[Outline reasons as detailed in invite to meeting letter] and I'd like to give you the opportunity to respond to these allegations.

A full discussion will take place before any decision is reached.

Do you understand the issues that are going to be considered at this meeting?

.....

I have read these notes and have been able to add or alter them as I wish.

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Have you had at least 48 hours to prepare?

.....

Are there any issues, which you think I need to be aware of before we continue with this meeting?

.....

Do you have any documents, which you believe may be relevant to the issues to be considered today?

.....

Are you aware of any further documents, which you believe may be relevant to the issues to be considered today?

.....

Are there any additional witnesses that you believe I should interview?

.....

Adjourn as necessary to obtain and/or consider further documentation/speak with witnesses.

We'll adjourn the meeting as necessary and if you (or your companion) would like to take a break at any point, please let me know.

Where possible, the outcome of this meeting will be communicated to you verbally at the end of this meeting. If it's not possible to conclude matters today, a further reconvened meeting may be arranged or you'll be advised of my decision in writing.

I will now start the meeting. Is that okay with you?

.....

What I'd like to do now, is to look at the issues referred to in your invite letter in more detail.

I have read these notes and have been able to add or alter them as I wish.

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[illegible]

I have read these notes and have been able to add or alter them as I wish.

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Initials	

Adjournment:

I have addressed all the points that I wanted to cover during this meeting and we have reviewed the following pieces of evidence (Tachograph reports, witness statements (names), CCTV etc.):

.....
.....

I have read these notes and have been able to add or alter them as I wish.

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Before we adjourn for me to make my decision, is there:

Anything that you would like to expand on further?

.....

Any evidence that you would like the opportunity to review again?

.....

Anything else that has not been discussed which you believe may be relevant to the issues being considered?

.....

Anything else that you would like me to take into account?

.....

Anyone else that you believe that I need to speak to in order to make my decision?

.....

Adjourn meeting to consider all information available. If necessary conduct further investigation and adjourn for a reconvened meeting to provide final decision or arrange for decision to be sent in writing.

I have read these notes and have been able to add or alter them as I wish.

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Disciplinary Outcome statement:

Thank you for your time and cooperation with this process. The issues I have considered, my findings and my conclusions are set out in this outcome statement.

Summary of issues considered:

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*

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Summary of findings (key points and documents discussed during today's meeting):

*
*
*
*
*
*
*
*

Summary of mitigation and responses put forward by colleague:

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*
*
*
*
*
*
*

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I will now go on to explain how I have reached my decision. Where you have put forward mitigation, I have taken that mitigation into account. In particular, I have considered the factors below:

Factors to consider: disciplinary and general record; length of service; actions taken by the business in previous similar cases; any training received by colleague; personal circumstances/acting out of character; colleague shown remorse and/or apologised for their actions; position within company and work experience.

Factors considered:

*

*

*

*

*

*

*

*

Having considered all the information available to me, my decision is that:

Your actions constitute (delete if not appropriate): Misconduct / Gross Misconduct

I have read these notes and have been able to add or alter them as I wish.

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The reasons for my decision are:

- *
- *
- *
- *
- *
- *
- *
- *
- *
- *

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Therefore, the outcome is:

No formal action:

First written warning:

This will be live for 6/9 months and may be taken into account in relation to any further issues arising within that period.

Final written warning:

This will be live for 6/9/12 months. You should be aware that any further issues of misconduct may result in your dismissal.

Demotion/ Relocation

[Demotion/ Relocation should be considered as an alternative to dismissal and should not be used in conjunction with any other disciplinary sanction. Demotion should only be implemented with the colleague's agreement. If they do not agree to demotion, you will have no alternative but to dismiss the colleague.]

Procedural dismissal:

Your final day of employment is/will be..... . You'll be required to work your notice / You'll be paid in lieu of your contractual notice period [delete as appropriate]. If you've taken less than your accrued holiday entitlement, you'll be paid in lieu of untaken holiday. However, if you've taken in excess of your accrued holiday entitlement, a deduction will be made from any payments due to you.

Summary dismissal:

Your final day of employment is/will be..... . You're not entitled to payment in lieu of notice. If you've taken less than your accrued holiday entitlement, you'll be paid in lieu of untaken holiday. However, if you've taken in excess of your accrued holiday entitlement, a deduction will be made from any payments due to you.

Detail of action plan/ongoing support identified as a result of the disciplinary meeting (if applicable):

*

*

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Right of appeal:

You have the right to appeal against this decision. If you wish to appeal, you should do so in writing to ER within seven calendar days of receipt of your disciplinary outcome letter to company@email.com

Your preferred method of written communication:

Email:

Or:

Address:

.....

.....

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