

DISCIPLINARY FLOWCHART AND CHECKLIST

Prior to the interview

Have you:

• Informed the employee of the allegation against him/her?	Yes	No
• Given the employee all the relevant information?	Yes	No
• Advised the employee that the matter is serious and could result in the employee being dismissed?	Yes	No
• Considered any initial explanation given?	Yes	No

Has the employee been informed of, or was aware of:

• The rule of code of conduct concerned?	Yes	No
• What was expected of the employee?	Yes	No
• The consequences of breaching the rules of code of conduct?	Yes	No

Is the rule or code of conduct:

• Applied consistently to all employees?	Yes	No
• Accepted as normal social and industrial practice?	Yes	No

Have you:

• Obtained all the relevant facts?	Yes	No
• The necessary authority to warn or dismiss?	Yes	No
• Told the employee of the date, time and place of the meeting and the reasons for it?	Yes	No
• Given the employee the opportunity to have a representative or work associate present at the interview?	Yes	No

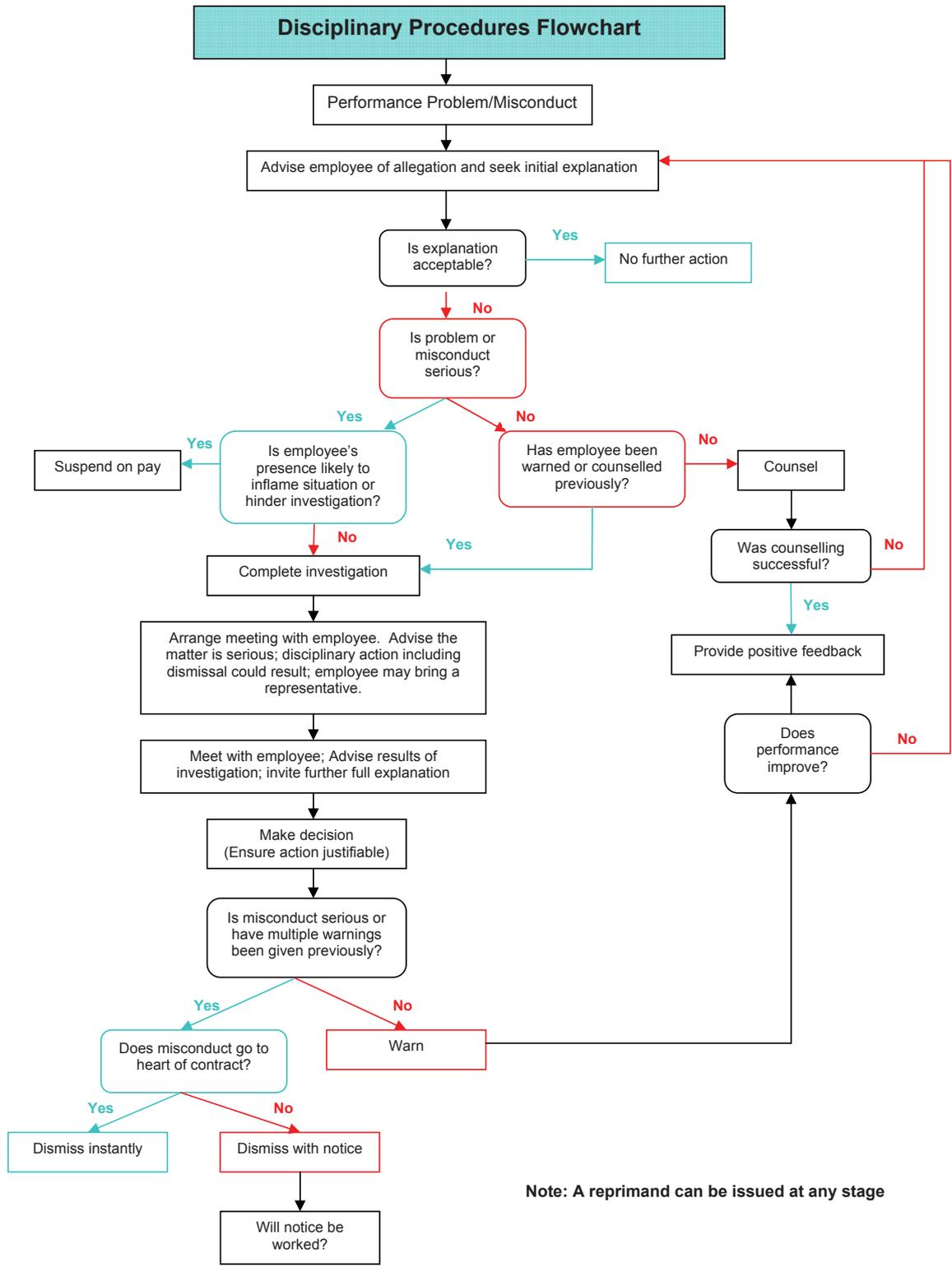
During the interview

Did you put all of the allegations to the employee?	Yes	No
Did you give the employee the opportunity to explain the action?	Yes	No
Have you warned the employee previously about offending, and recorded and warning?	Yes	No
Is the outcome of the meeting justifiable?	Yes	No

Subsequent to warning or dismissal

Do you have a complete record of the investigation and warning?	Yes	No
Have you given the employee the required period of notice?	Yes	No
Where summary dismissal is necessary, have you ensured the employee's salary/pay is stopped?	Yes	No

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Note: A reprimand can be issued at any stage