

8 KEY TIPS

Effectively Managing Disciplinary Matters

1

Know the Rules

Familiarise yourself with and consistently follow your policies and procedures, ensuring that they are clearly communicated to employees to enable compliance.

2

Be Consistent

Address issues consistently, reasonably, and without undue delay, adhering to the principles of fairness and reasonable behaviour.

3

Have the Difficult Conversations

Give employees feedback, reinforce the required standards, and monitor before escalating to the formal procedure when possible.

4

Own the Decision

Take responsibility for the decisions you make, ensuring it is well informed, consistent, justifiable and made on balance of probability.

5

Confidentiality Matters

Handle all matters confidentially in accordance with policies and GDPR.

6

Support Wellbeing

These processes can be difficult, so offer reasonable wellbeing support to employees in line with duty of care.

7

Lead by Example

Set a positive example for others by personally adhering to the rules and promoting compliance among your team.

8

Document Everything

Keep accurate records.



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