

DISCIPLINARY HEARING PROCESS

1. The Hearing Manager will ensure that all parties are introduced and will explain the purpose of the hearing.
2. The employee/representative will be asked to state whether they admit or deny the allegation(s).
3. If the employee admits the allegation(s), they may present any mitigating circumstances to the panel.

Questions may then be asked by the Hearing Manager and panel. The process is then continued as paragraph 11 below.

4. If the employee denies the allegation(s) the Hearing Manager will call witnesses, including the investigating manager (where agreed) and will have the opportunity to ask questions of them.
5. The employee and / or their representative will have the opportunity to cross-examine the witnesses.
6. The Hearing Manager and panel will have the opportunity to re-examine the witnesses on any matters arising from prior examination.
7. The employee or their representative will present their case to the Hearing Manager and panel.
8. The Hearing Manager and panel will have the opportunity to ask questions of the employee.
9. The employee or their representatives will call any witnesses and have the opportunity to question them.
10. The Hearing Manager and panel will have the opportunity to ask questions of the employee's witnesses.

The Hearing Manager may adjourn the hearing at any time up to this point in order that any party may produce further evidence or conduct further investigation.

11. The employee or their representative will have the opportunity to sum up their case. No new information should be introduced at this time.
12. The Hearing Manager and panel may ask the employee or their representative to clarify any points made in their summary statement.
13. The Hearing Manager will bring the hearing to a close and will ask parties to withdraw to allow deliberations to take place. This will take place in private

and be attended by the Hearing Manager and panel only. The employee and their representative will be recalled should clarification of evidence be needed.

14. The employee and their representative should be recalled and informed of the Hearing Manager decision verbally wherever possible and reasonable to do so.

In all cases, and whether or not the decision has been given verbally at the end of the hearing, the employee will be sent a letter outlining the reasons for the decision usually within five working days and will be advised of their right to appeal.

SAMPLE ONLY