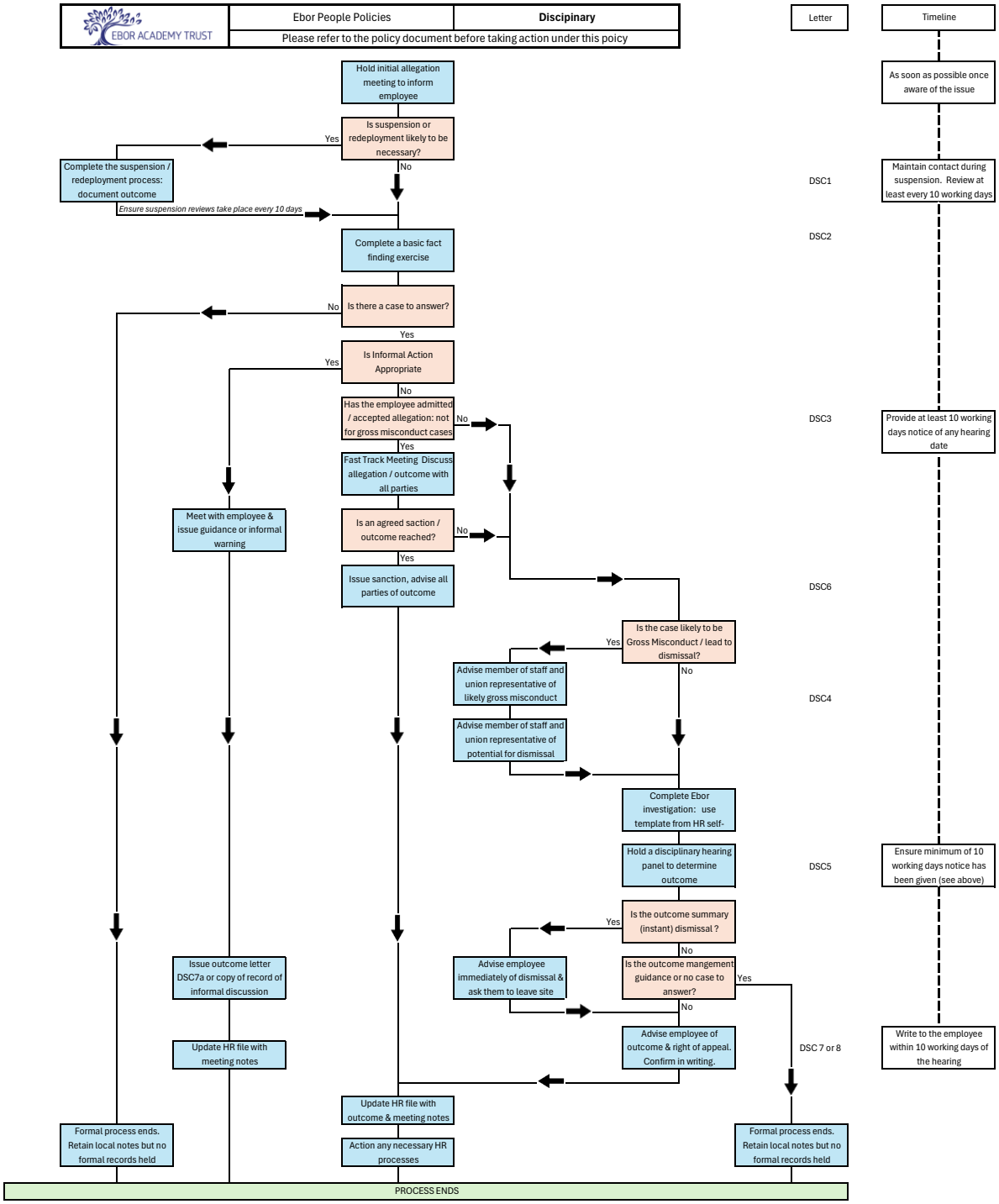
EBOR ACADEMY TRUST
Ebor People Policies
Discipinary
Please refer to the policy document before taking action under this poicy
Letter
Timeline
Hold initial allegation meeting to inform employee
As soon as possible once aware of the issue
Is suspension or redeployment likely to be necessary?
Yes
No
Complete the suspension / redeployment process: document outcome
DSC1
Maintain contact during suspension. Review at least every 10 working days
Ensure suspension reviews take place every 10 days
Complete a basic fact finding exercise
DSC2
Is there a case to answer?
No
Yes
Is Informal Action Appropriate
Yes
No
Has the employee admitted / accepted allegation: not for gross misconduct cases
No
DSC3
Provide at least 10 working days notice of any hearing date
Yes
Fast Track Meeting Discuss allegation / outcome with all parties
Meet with employee & issue guidance or informal warning
Is an agreed saction / outcome reached?
No
Yes
Issue sanction, advise all parties of outcome
DSC6
Is the case likely to be Gross Misconduct / lead to dismissal?
Yes
No
Advise member of staff and union representative of likely gross misconduct
DSC4
Advise member of staff and union representative of potential for dismissal
Complete Ebor investigation: use template from HR self-
Hold a disciplinary hearing panel to determine outcome
DSC5
Ensure minimum of 10 working days notice has been given (see above)
Is the outcome summary (instant) dismissal ?
Yes
No
Issue outcome letter DSC7a or copy of record of informal discussion
Advise employee immediately of dismissal & ask them to leave site
Is the outcome mangement guidance or no case to answer?
Yes
No
Update HR file with meeting notes
Advise employee of outcome & right of appeal. Confirm in writing.
DSC 7 or 8
Write to the employee within 10 working days of the hearing
Update HR file with outcome & meeting notes
Formal process ends. Retain local notes but no formal records held
Action any necessary HR processes
Formal process ends. Retain local notes but no formal records held
PROCESS ENDS