

Disciplinary Process Steps

You have decided you need to undertake a disciplinary process with an employee due to performance concerns, and/or misconduct and/or serious misconduct issues.

The following process applies to all potential outcomes and outlines the steps in a basic format. This document should be read in conjunction with the [Disciplinary Process for Warnings and Dismissal](#) article.

Step	Action	Relevant document(s)
1	<p>Collect the facts and gather evidence Make sure you have all the information and evidence that you need, to establish the employee has done something wrong.</p> <p>Submit a Disciplinary request to MyHR and make sure to upload any supporting documents.</p>	
2	<p>Review & get prepared You have received support documents from MyHR. Do these align with the concerns and/or issues you want to address with the employee?</p> <p>Make sure you are comfortable with the content. Practice your meeting script.</p>	
3	<p>Notification Meeting <i>Individual meeting with the employee.</i></p> <p>You outline the concerns you have about the employee's performance, behaviour or conduct, then adjourn for their consideration period. Provide them with the letter.</p> <p>Agree the date and time for the Response Meeting.</p> <p>Allow at least 2 full working days (not including weekends or public holidays).</p>	<p>Notification of Meeting Script & Notes Use to guide you through and take notes during the meeting.</p> <p>Notification of Meeting Letter Print and provide to the employee at the end of the meeting. Attach any supporting documents.</p>
4	<p>Employee's consideration period The employee considers your concerns, seeks advice and prepares a response.</p>	
5	<p>Employee Response Meeting <i>Individual meeting with the employee.</i></p> <p>Listen to the employee's side of the story.</p> <p>Adjourn to consider this before making a decision.</p> <p>Set time for the Outcome Meeting; usually 1 working day.</p>	<p>Employee Response Meeting Script & Notes Use to guide you through and take notes during the meeting.</p>
6	<p>Employer consideration period Upload your meeting notes and confirmation of decision to MyHR.</p>	
7a	<p>Outcome: No Warning Provide the employee with the outcome letter drafted by MyHR.</p>	<p>No Warning Letter Print and provide to the employee at the end of the meeting.</p>

<p>7b</p>	<p>Outcome: Warning Provide the employee with the warning letter drafted by MyHR.</p> <p>Advise the employee of the conduct/performance expectations going forward and the implications of any future misconduct or poor performance.</p> <p>In addition, confirm details of any training or performance improvement plan that will be implemented, if relevant.</p>	<p>Warning Letter Print and provide to the employee at the end of the meeting.</p> <p>Outcome Meeting Script & Notes Use to guide you through and take notes during the meeting.</p> <p>Performance Improvement Plan If applicable, provide to the employee to comment.</p>
<p>7c</p>	<p>Outcome: Termination</p> <p>Procedurally it is important to propose termination prior to confirming. To adhere to this procedure, you will be provided with a meeting guide and script to use when meeting with the employee in the first instance.</p> <p>Upload the meeting notes and confirm outcome to MyHR for a termination letter to be drafted.</p> <p>Provide the employee with the outcome letter(s) drafted by MyHR.</p> <p>Note: in some cases a preliminary outcome may be advised. MyHR will discuss this with you if warranted.</p>	<p>Preliminary Outcome Letter (if warranted) Print and provide to the employee at the end of the meeting.</p> <p>Outcome Meeting Script & Notes Use to guide you through and take notes during the meeting.</p> <p>Termination Letter Email to the employee to conclude employment.</p>