



**10 minute  
ACAS webinars**

**Managing  
discipline and  
grievance**

The webinar will begin shortly...

**acas** working for everyone  
to resolve and prevent  
workplace problems

## Managing discipline and grievance



- Follow the Acas Code of Practice on discipline and grievance
- Try to resolve matters informally, where possible
- Deal with issues promptly, fairly and consistently
- Carry out investigations and inform employee of the issue
- Allow employees to be accompanied to any formal disciplinary or grievance meeting
- Allow an appeal against any formal decision

# Resolve disciplinary issues informally

- Gather all the information and then talk to the employee
- Listen to what they have to say
- Agree a way forward
- Keep brief notes and review
- Do not allow informal action to turn into formal action



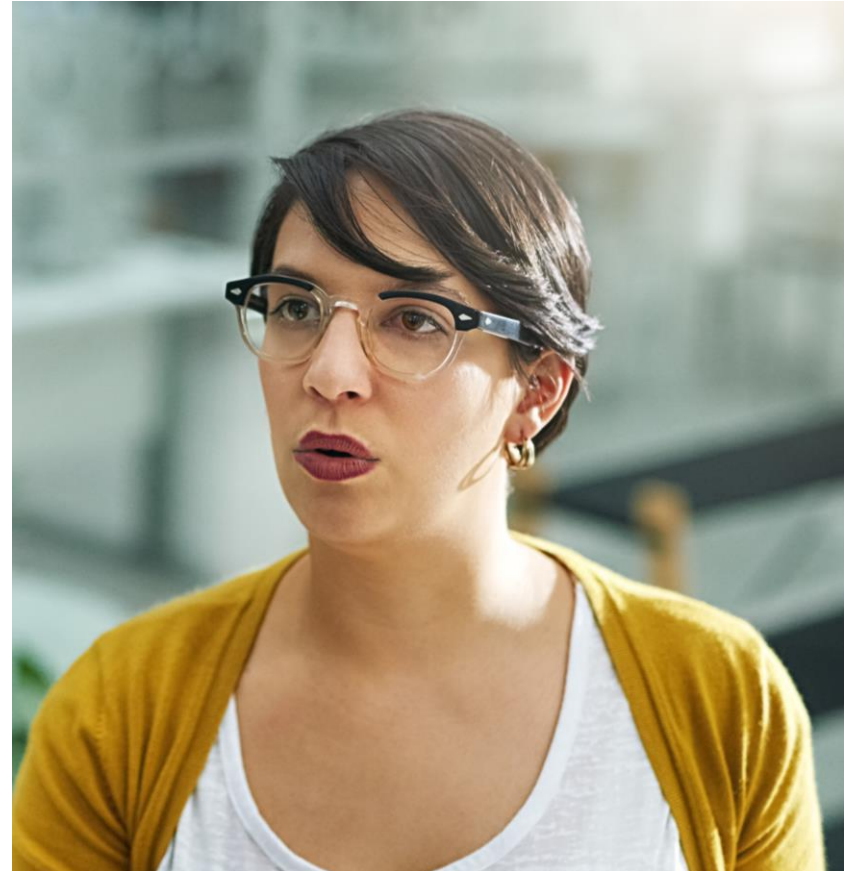
# Formal action

- Investigate before taking any action
- Invite the employee to a disciplinary hearing
- Allow the employee to be accompanied
- Consider the circumstances of the case
- Notify the outcome of the hearing
- Give a right of appeal



# Handling grievances

- Try to resolve informally
- Consider mediation
- Hold a grievance meeting
- Allow the employee to be accompanied
- Communicate the decision in writing
- Allow right of appeal



- [Discipline and grievances at work](#) Acas guidance
  - [Managing discipline](#) A step-by-step guide
  - [Discipline and grievance](#) e-learning module
  - [Code of Practice on disciplinary and grievance procedures](#)
  - [Disciplining staff tools and templates](#)
  - **Acas training courses:**
    - Managing discipline and grievance
    - Essential skills for line managers
- Find a course in your area at <https://obs.acas.org.uk/>

# *Business & Management*

## **THANK YOU FOR ATTENDING**

Contact the Business & Management Faculty

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