

START

Misconduct or Performance issue arises

STEP 1

PRELIMINARY INVESTIGATION

Check whether any substance to the allegation
Obtain your manager's approval to proceed

SUFFICIENT EVIDENCE TO PROCEED?

NO

CONSIDER OTHER OPTIONS

- Drop the matter
- Reminder
- Reprimand
- Redirection/Retraining
- Corrective Coaching
- Redeploy/Relocate
- Time Out

YES

NOW OR LATER?

LATER

CONSIDER STAND DOWN ON PAY

- List issues to revisit
- Note risk of protracted delay
- Follow Stand Down Procedure
- Confirm with Stand Down Letter

NOW

ARE WE THE RIGHT PEOPLE TO HANDLE IT?

NO

IF IN DOUBT CHECK IT OUT

- Seek specialist advice if required

YES

STEP 2

ADVICE TO EMPLOYEE

Nature of allegation
Potential impact if proven
Right to representation
Full investigation

STEP 3

CONSIDER STAND DOWN

Is it appropriate?
Paid or unpaid?
Consult the employee
Follow Stand Down Procedure
Confirm with Stand Down Letter

STEP 4

FORMAL INVESTIGATION

Check all facts thoroughly
Interview all persons who may have information
Obtain all relevant documents
Make comprehensive notes
Be impartial, unbiased and open minded
Provide employee with all relevant information obtained

STEP 5

INTERVIEW EMPLOYEE

Before the meeting

Invite employee to meeting
Use invitation to disciplinary meeting letter
Check all relevant information provided to employee

When the meeting starts

Describe the allegations
Establish root cause
Obtain employee's explanation
Make full notes
Follow Discipline Interview guidelines

CHECKLIST

- Ensure you have a witness with you
- Employee may be represented
- Caution employee about seriousness of the matter and potential consequence
- Clearly state accusation/complaint

CONTINUE TO STEP 6

