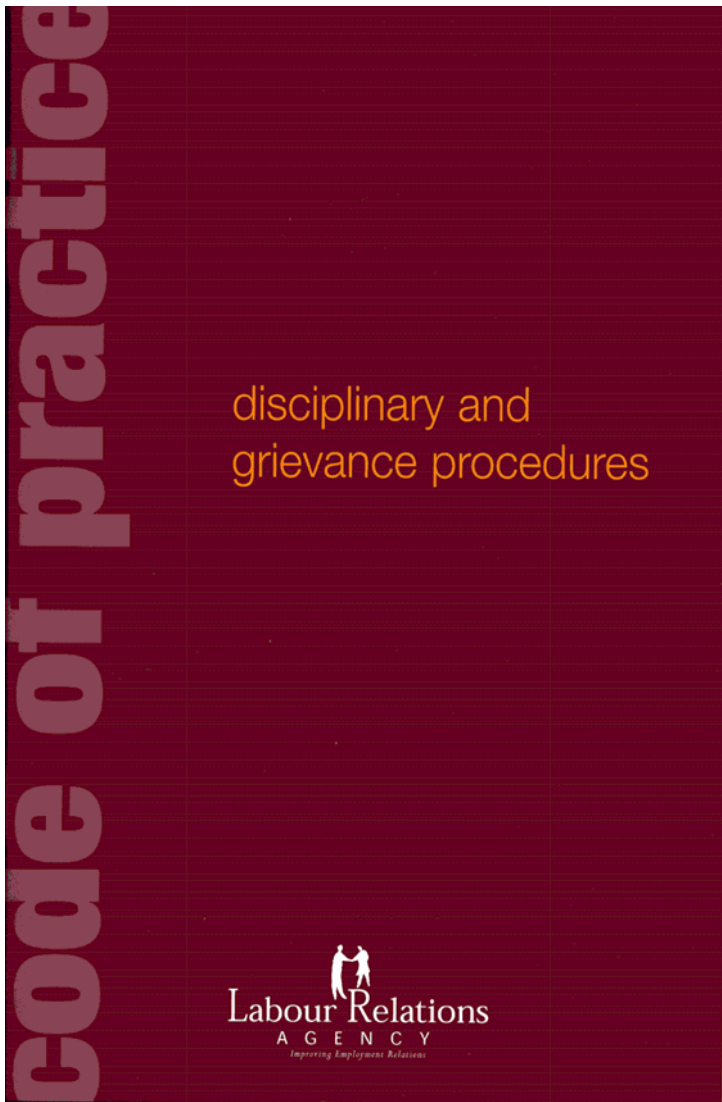


## Introducing the Labour Relations Agency Code of Practice on disciplinary and grievance procedures



This folder contains sample letters and six easy to follow charts to guide you through the disciplinary and grievance process contained in the Labour Relations Agency *Code of Practice on disciplinary and grievance procedures*

Improving Employment Relations

This Folder does not form part of the Labour Relations Agency  
*Code of Practice on disciplinary and grievance procedures.*

All paragraph and page references on the charts in this folder refer  
directly to those contained in the Labour Relations Agency  
*Code of Practice on disciplinary and grievance procedures.*

# (1) Notice of disciplinary meeting

Dear .....Date .....

I am writing to tell you that you are required to attend a disciplinary meeting on .....at .....am/pm which is to be held in..... At this meeting the question of disciplinary action against you, in accordance with the Company's/Organisation's\* Disciplinary Procedure, will be considered with regard to:

.....  
.....  
.....  
.....  
.....  
.....

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

Yours sincerely

Signed..... Manager

## (2) Notice of recorded oral warning/first written warning/ final written warning

Dear .....Date .....

You attended a disciplinary hearing on ...I am writing to confirm the decision taken that you be given a recorded oral warning\*/first written warning\*/ final written warning\* under the Company's/Organisation's\* Disciplinary Procedure.

This warning will be placed in your personal file but will be disregarded for disciplinary purposes after a period of .....months, provided your conduct improves/performance reaches a satisfactory level\*\*.

a) The nature of the unsatisfactory conduct\* or performance\* was:

b) The conduct\* or performance\* improvement expected is:

c) The timescale within which the improvement is required is:

d) The likely consequence of further misconduct or insufficient improvement is: first written warning\*/ final written warning\*/dismissal\*

You have the right of appeal against this decision (in writing\*\*) to .....within ..... days of receiving this disciplinary decision.

Yours sincerely

Signed ..... Manager

Note: \* The wording should be amended as appropriate

\*\* Delete if inappropriate

### (3) Notice of appeal meeting against warning

Dear.....Date.....

You have appealed against the recorded oral warning\*/first written warning\*/ final written warning\* confirmed to you in writing on .....

Your appeal will be heard by ..... in..... on.....at.....

You are entitled to be accompanied by a work colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours sincerely

Signed ..... Manager

Note: \* The wording should be amended as appropriate

## (4) Notice of result of appeal against warning

Dear.....Date.....

You appealed against the decision of the disciplinary hearing that you be given a warning in accordance with Stage ..... of the Company's/Organisation's\* Disciplinary Procedure. The appeal hearing was held on.....

I am now writing to confirm the decision taken by the Manager who conducted the appeal hearing, namely that the decision to..... stands\*/ the decision to be revoked\* [specify if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under the Company's\*/Organisation's\* Disciplinary Procedure and this decision is final.

Yours sincerely

Signed .....Manager

Note: \* The wording should be amended as appropriate

**(5) Letter to be sent by the employer, setting out the reasons for the proposed dismissal or action short of dismissal and arranging the meeting (for statutory procedure)**

Dear ..... Date.....

I am writing to tell you that ..... [insert company\*/organisation\* name] is considering dismissing OR taking disciplinary action [insert proposed action] against you.

This action is being considered with regard to the following circumstances:

.....  
.....  
.....  
.....

You are invited to attend a disciplinary meeting on ..... at..... am/pm which is to be held in .....where this will be discussed.

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

Yours sincerely

Signed .....Manager

## (6) Letter to be sent by the employer after the disciplinary meeting arranged in Letter 5 (for statutory procedure)

Dear .....Date.....

On ..... you were informed that ..... [insert company\*/organisation\* name] was considering dismissing OR taking disciplinary action [insert proposed action] against you.

This was discussed in a meeting on .....

At this meeting, it was decided that: [delete as applicable]

\*Your conduct/performance/etc was still unsatisfactory and that you be dismissed.

\*Your conduct/performance/etc was still unsatisfactory and that the following disciplinary action would be taken against you.....

\*No further action would be taken against you.

Note: \* The wording should be amended as appropriate

(See Over)



**(6) Letter to be sent by the employer after the disciplinary meeting arranged in Letter 5 (for statutory procedure) continued**

\*The reasons for your dismissal are:

.....  
.....  
.....  
.....

I am therefore writing to you to confirm the decision that you be dismissed and that your last day of service with the Company will be.....

\*I am therefore writing to you to confirm the decision that disciplinary action will be taken against you. The action will be.....The reasons for this disciplinary action are:

.....  
.....  
.....  
.....

You have the right of appeal against this decision. Please [write] to .....within .....days of receiving this disciplinary decision.

Yours sincerely

Signed.....Manager

Note: \* The wording should be amended as appropriate

## **(7) Notice of appeal meeting against dismissal / relevant disciplinary action (for statutory procedure)**

Dear ..... Date.....

You have appealed against \*your dismissal/\*disciplinary action on ..... confirmed to you in writing on..... Your appeal will be heard by .....in ..... on .....at.....am/pm.

You are entitled, if you wish, to be accompanied by another work colleague or your trade union representative.

The decision of this appeal meeting is final and there is no further right of review.

Yours sincerely

Signed.....Manager

**(8) Notice of result of appeal against dismissal / relevant disciplinary action (for statutory procedure)**

Dear ..... Date.....

You appealed against the decision of the disciplinary hearing that you be \*dismissed/\*subject to disciplinary action [delete as appropriate]. The appeal meeting was held on.....

I am now writing to confirm the decision taken by..... [Insert the name of the manager] who conducted the appeal meeting, namely that the decision to.....stands\*/ the decision to.....be revoked\* [specify if no disciplinary action is being taken or what the new disciplinary action is].

You have now exercised your right of appeal under the Company's\*/Organisation's\* Disciplinary Procedure and this decision is final.

Yours sincerely

Signed ..... Manager

# (9) Employee raising a grievance

Dear.....Date.....

I am writing to tell you that I wish to raise a grievance.

This action is being considered with regard to the following circumstances:

.....  
.....  
.....  
.....

I am entitled to a hearing to discuss this matter. I am entitled, if I wish, to be accompanied by a work colleague or my trade union representative.

Please reply within.....[not more than 28] days of the date of this letter.

Yours sincerely

Signed.....Employee

**(10) Employee's request for appeal hearing  
(grievance procedures)**

Dear..... Date.....

On.....I was informed that the Company\*/Organisation\* had decided to ..... based on my grievance of..... raised on.....

I would like to appeal against this decision. I wish the following information to be taken into account:

.....  
.....  
.....  
.....  
.....

Please reply within.....*[five days may often be long enough]* days from the date of this letter.

Yours sincerely

Signed.....Employee

**(11) Employee's request for appeal hearing  
(dismissal or disciplinary action  
procedures)**

Dear..... Date.....

On.....I was informed that the Company\*/Organisation\* was considering dismissing OR taking disciplinary action [insert proposed action] against me.

I would like to appeal against this decision.

I wish the following information to be taken into account:

.....  
.....  
.....  
.....  
.....

Yours sincerely

Signed.....Employee