



totally management ltd

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Disciplinary and Grievance Procedure

Are you aware that all employers without exception must have a Disciplinary and Grievance Procedure since October 2004? Even if you are, do you have one that works or will work for you and your employees? Or do you simply want the procedure explained in simple terms?

Then this training delivered by a solicitor is invaluable! The event will include:

- **What is a disciplinary and grievance procedure?**
- When does the Issue of discipline or grievance arise?
- **Why is this procedure needed and important?**
- What should be in your procedure?
- **Are volunteers affected?**
- Disciplinary route or the informal route?
- **The 3 simple step procedure**
- Effect of non-compliance
- **Disciplinary and grievance procedure and written statements**
- Disciplinary and grievance procedure and fairness
- **Disciplinary and grievance procedure and the right of accompaniment**
- Keeping disciplinary and grievance records
- **Where to get further help**