

Disciplinary Processes

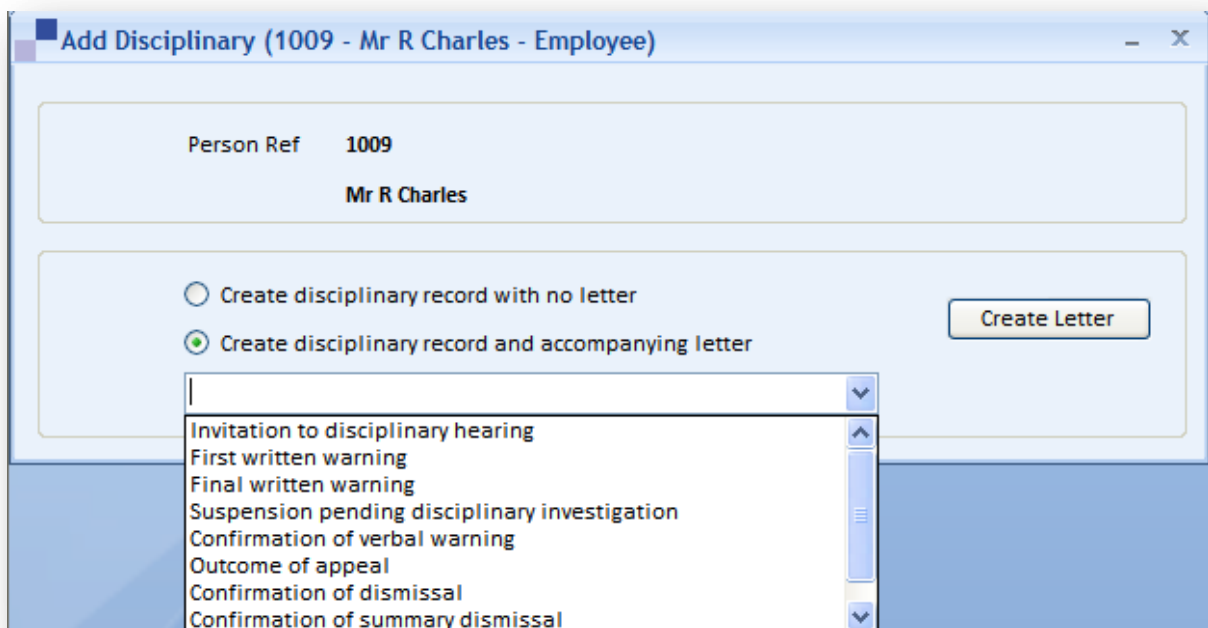


The screenshot shows a software window titled "Add Disciplinary (1011 - Miss H Blakeney)". It contains a form with the following elements:

- Person Ref: 1011
- Name: Miss H Blakeney
- Two radio button options:
 - Create disciplinary record with no letter
 - Create disciplinary record and accompanying letter
- A "Create Letter" button.
- A dropdown menu currently displaying "First written warning".

A comprehensive record of disciplinary procedures at all levels can be maintained for the employee. This functionality is reinforced by a facility to attach external documents to employee records.

In addition to creating a disciplinary record users have the option of creating an accompanying letter through the **DART** letter generator. These letters are supported by our accredited legal provider to ensure that they conform to the most up to date legislation.



The screenshot shows a software window titled "Add Disciplinary (1009 - Mr R Charles - Employee)". It contains a form with the following elements:

- Person Ref: 1009
- Name: Mr R Charles
- Two radio button options:
 - Create disciplinary record with no letter
 - Create disciplinary record and accompanying letter
- A "Create Letter" button.
- A dropdown menu that is open, showing a list of disciplinary actions:
 - Invitation to disciplinary hearing
 - First written warning
 - Final written warning
 - Suspension pending disciplinary investigation
 - Confirmation of verbal warning
 - Outcome of appeal
 - Confirmation of dismissal
 - Confirmation of summary dismissal

A handy wizard guides you through the whole process.

First written warning (1009 - Mr R Charles - Employee)

Progress: 25%

- Header
- Paragraph 1
- Paragraph 2**
- Paragraph 3
- Paragraph 4
- Paragraph 5
- Paragraph 6
- Paragraph 7
- Paragraph 8
- Paragraph 9
- Footer

- [] (select appropriate value)
- As you were informed in the hearing, the decision has been taken to give you a first written warning under procedure. Your [] (disciplinary or capability)
- [] (conduct or performance)
has been unsatisfactory in the following respect(s):
[] (define the details here)

Navigation: [Previous] [Preview Letter] [Default Printer] [Print and Save] [Next]