



# Conducting a Disciplinary: 10 Top Tips for Employers

Managing a disciplinary investigation can be complicated. There's likely to be a lot of emotion flying around and you must ensure you follow an exact process.

**01 Investigation:** You must conduct a reasonable investigation to ensure any action you take is fair.



**02 Seek Advice:** Look at the ACAS Code of Practice recommendations or call Croner.

**03 The Investigating Officer:** Must not be connected in any way to the allegations.

**04 No Delay:**  
The investigation must not suffer any unreasonable delays.



**05 Suspend the Employee:**  
If it is necessary to ensure a fair investigation takes place.

**06 Arrange an Investigatory Meeting:**  
With the employee and take detailed notes.

**07 Interview Witnesses:**  
Take detailed notes of their statements.

**08 Collect Documents:**  
Everything connected to the allegations must be collected as evidence.

**09 Prepare a Document Set & Witness Statement:**  
Submit to the disciplinary hearing, and to the employee, in advance of the hearing.

**10 The Meeting:**  
The employee does not have a statutory right to be accompanied but your procedure may state they can.

