



# Guide For A Disciplinary Appeal Hearing

The purpose of a disciplinary appeal hearing is to understand the grounds for appeal and after consideration and, if necessary further investigation, decide whether the original decision is upheld in full, the decision is rejected and struck from the record in its entirety or the decision amended.

The hearing is not a forum to debate the issues or respond immediately without adjourning to consider the decision.

The chairperson should :-

- **Introduce those present.** The employee can be accompanied by a workplace colleague or trade union representative. The chairperson may be accompanied by a note taker or HR representative.
- **Explain the purpose of the hearing and how it will be conducted.** Go through the following structure :-

## SAMPLE ONLY

- **Inform the employee that the hearing is being conducted as part of the organisation's formal disciplinary procedure and confirm that a written record of the hearing is being made.**

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- **Once the appeal has been presented and you are happy you understand the full grounds, sum up your understanding to the employee, and ask them to confirm that your understanding is correct.**
- **Adjourn the meeting and inform the employee of**

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- **Close the meeting.**

