

Business & Management



**10 minute
ACAS webinars**

**Managing
discipline and
grievance**

The webinar will begin shortly...

acas working for everyone
to resolve and prevent
workplace problems

**Managing
discipline and
grievance**



- **Follow the Acas Code of Practice on discipline and grievance**
- **Try to resolve matters informally, where possible**
- **Deal with issues promptly, fairly and consistently**
- **Carry out investigations and inform employee of the issue**
- **Allow employees to be accompanied to any formal disciplinary or grievance meeting**
- **Allow an appeal against any formal decision**

Resolve disciplinary issues informally

- Gather all the information and then talk to the employee
- Listen to what they have to say
- Agree a way forward
- Keep brief notes and review
- Do not allow informal action to turn into formal action



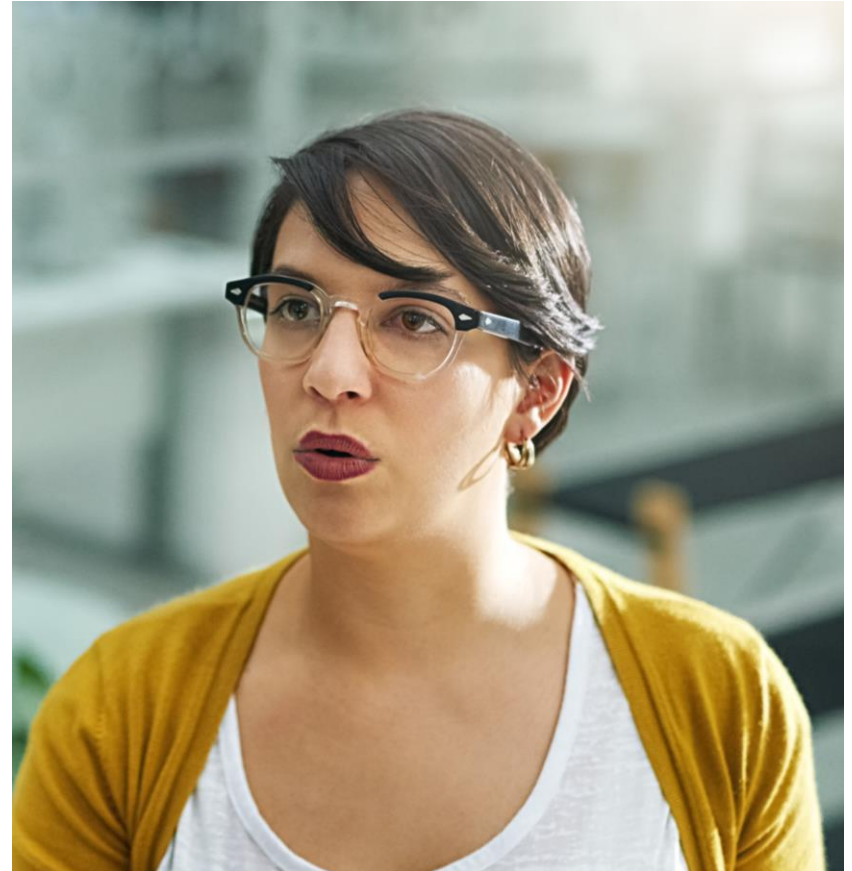
Formal action

- Investigate before taking any action
- Invite the employee to a disciplinary hearing
- Allow the employee to be accompanied
- Consider the circumstances of the case
- Notify the outcome of the hearing
- Give a right of appeal



Handling grievances

- Try to resolve informally
- Consider mediation
- Hold a grievance meeting
- Allow the employee to be accompanied
- Communicate the decision in writing
- Allow right of appeal



- [Discipline and grievances at work](#) Acas guidance
- [Managing discipline](#) A step-by-step guide
- [Discipline and grievance](#) e-learning module
- [Code of Practice on disciplinary and grievance procedures](#)
- [Disciplining staff tools and templates](#)
- **Acas training courses:**
 - Managing discipline and grievance
 - Essential skills for line managersFind a course in your area at <https://obs.acas.org.uk/>

Business & Management

THANK YOU FOR ATTENDING

Contact the Business & Management Faculty

icaew.com/bam

✉ bam@icaew.com ☎ +44 (0)20 7920 8508

@ICAEW_finman

🖱 icaew.com/joinbam

Upcoming BAM webinars and events

icaew.com/bamevents

