**Assessment 2**

Issue Analysis

|  |  |  |
| --- | --- | --- |
| Reasons we lost | What we should do | What we should have done with Sam |
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Risk Analysis

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| --- | --- |
| **Risks associated with discipline and dismissal** | **Mitigation** |
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The legislation that is relevant:

The difference between misconduct and serious misconduct (using examples from Sam’s case study):

Misconduct policies and procedures

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| --- | --- |
| Policies | Procedures |
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|  |  |

Performance Reviews

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Organise meeting | Prepare for appraisal | Conduct Appraisal | Document outcomes | Schedule follow up |
| What we should do |  |  |  |  |  |
| HR assistance appropriate? What assistance? |  |  |  |  |  |
| Documentation required? |  |  |  |  |  |

Disciplinary Hearings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Investigation Initiated – major? | Suspend Employee? | Report Investigation outcomes | Discipline Applied |
| What we should do |  |  |  |  |
| HR assistance appropriate? What assistance? |  |  |  |  |
| Documentation required? |  |  |  |  |

What support services could have helped Sam?