**HEAD OF DEPARTMENT’S DISCIPLINARY HEARING**

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| Employee commits breach of the Code. | | | | | | |
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| Supervisor completes DIS 2 (with supporting statements / documentation if the case requires). | | | | | | |
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| Supervisor submits DIS 2 to HoD. | | | | | | |
| HoD checks DIS 2 and supporting documentation. | | | | | | |
| HoD sets time, date and place of hearing (time, date and place to be entered on DIS 2). | | | | | | |
|  | |  | | | | |
| Supervisor gives copy of DIS 2 to employee. | | | | | | |
| Employee signs to acknowledge receipt of DIS 2.  *Note: The employee is* ***not*** *admitting the allegation by signing DIS 2.* | | | | | | |
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| HoD convenes disciplinary hearing. | | | | | | | |
| Supervisor, employee & his/her friend are to be present. | | | | | | | |
| Any witnesses are to be available. | | | | | | | |
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| HoD reads out the allegation to the employee. | | |  | |  | | |
| HoD asks employee whether he admits the allegation. | | |  | |  | | |
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| Allegation denied | |  |  | |  | Allegation admitted | |
| HoD questions supervisor re the allegation. | | |  | |  |  | |
| Employee is to be given the opportunity to question the supervisor re the allegation. | | |  | |  |  | |
| Any witnesses called. | | |  | |  |  | |
| HoD questions witnesses re the allegation. | | |  | |  |  | |
|  | |  |  | |
| Employee is to be given the opportunity to call and question any witnesses re the allegation. | | |  | | Master may re-question |  | |
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| HoD reviews all the evidence submitted | | | | | | |  |
| HoD decides if the breach of the Code is not proven / proven to his reasonable satisfaction. | | | | | | |  |
|  | *Not proven* |  |  | | *Proven* | | |
| Employee advised that disciplinary action will not be taken.  Hearing closed. | |  | HoD reviews the case in question.  **If necessary the HoD should question the employee further to ascertain if any extenuating circumstances exist.** | | | | |
|  |  |  | HoD reviews the employee’s previous record. | | | | |
| Entry made in OLB re hearing and result. | |  |  | |  | | |
|  |  |  | Employee advised what disciplinary action will be taken. Hearing closed. | | | | |
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|  | |  | HoD completes Form DIS 3. | | | | |
|  | |  | An entry is to be made in OLB re the hearing and result. | | | | |
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|  | |  | Copy of DIS 3 and OLB entry given to employee. | | | | |
|  | |  | Employee acknowledges receipt of DIS 3. | | | | |
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|  | |  | Original of DIS 3 and copy of OLB entry sent to Crew Manager. | | | | |
|  | |  | Copy of DIS 3 kept in ship’s file by Staff Captain. | | | | |