MASTER’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. | | | | | | | | | | |
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| HoD submits DIS 2 to Master. | | | | | | | | | | |
| Master checks DIS 2 and supporting documentation. | | | | | | | | | | |
| Master sets time, date and place of hearing (time date and place to be entered on DIS 2). | | | | | | | | | | |
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| 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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| Master convenes disciplinary hearing. | | | | | | | | | | |
| Employee, his/her friend, HoD to be present.  Supervisor & any witnesses are to be available. | | | | | | | | | | |
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| Master reads out the allegation to the employee. | | | | | |  |  | | | |
| Master asks employee whether he admits the allegation. | | | | | |  |  | | | |
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| Allegation denied |  | | | | |  |  | | | Allegation admitted |
| Supervisor called. | | | | | |  |  | | |  |
| Master questions supervisor re the allegation. | | | | | |  |  | | |  |
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| Employee is to be given the opportunity to question the supervisor re the allegation. | | | | | |  | Master may re-question | | |  |
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| Any witnesses called. | | | | | |  |  | | |  |
| Master questions witnesses re the allegation. | | | | | |  |  | | |  |
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| Employee is to be given the opportunity to question any witnesses re the allegation. | | | | | |  | Master may re-question | | |  |
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| Master reviews all the evidence submitted | | | | | | | | | | |
| Master 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. | | | | | |  | Master reviews the case in question.  ***If necessary, the Master should question the employee further to ascertain if any extenuating circumstances*.** | | | |
|  | | | |  | |  | Master 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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| In the event of dismissal, employee to be advised of any repatriation expenses to be recovered from wages. | | | | | |  | Master completes Form DIS 3. | | | |
| An entry is to be made in the OLB detailing any expenses recovered. | | | | | |  | An entry is to be made in the 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 to Crew Mgr. | | | |
|  | | | | | |  | Copy of DIS 3 kept in ship’s file by Staff Captain. | | | |