MISCONDUCT DISCIPLINARY HEARING

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| Crew Member allegedly commits a breach of the Code of Conduct | | | | | | | |
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| Investigating Manager carries out required investigation with support of HR Manager and deems the case to be alleged misconduct  HR Manager check’s employees disciplinary record (continued misconduct could be deemed as gross misconduct) | | | | | | | |
|  | | *If investigation does not find alleged misconduct serious enough for potential formal action, end here (informal action may be implemented)* | | | | | |
| HR Manager completes DIS 2 (with supporting statements / documentation if the case requires) | | | | | | | |
| Head of Department checks & signs DIS 2 setting the time & date for a disciplinary hearing to be held (giving reasonable notice) | | | | | | | |
| HR Manager issues DIS2 to Crew Member and Crew Member is asked to sign to acknowledge receipt of DIS2 | | | | | | | |
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| Head of Department convenes disciplinary hearing | | | | | | | | |
| Supervisor, Crew Member, Colleague if required and HR Manager are present.  If the Crew Member does not attend, the hearing continues in their absence | | | | | | | | |
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| Head of Department reads out the allegation to the Crew Member and checks the Crew Member’s understanding of the allegation | | |  | |  | | | |
| Head of Department asks Crew Member if they admit the allegation | | |  | |  | | | |
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| Allegation denied or partially denied | |  |  | |  | Allegation fully admitted | | |
| Head of Department questions the crew member to understand their version of events | | |  | |  |  | | |
| Crew Member is to be given the opportunity to give a statement and ask any questions about the allegation | | |  | |  |  | | |
| Any witnesses can be called if relevant | | |  | |  |  | | |
| Head of Department may re- question witnesses regarding the allegation or question new witnesses if required | | |  | |  |  | | |
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| If appropriate, the employee may be given the opportunity to call and question any witnesses regarding the allegation | | |  | |  |  | | |
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| Head of Department asks any additional questions of the Crew Member, allows the Crew Member to give a verbal statement in the hearing and reviews all the evidence submitted in order to make an informed and fair decision on the outcome | | | | | | | |  |
| Head of Department decides if they have reasonable grounds to believe that the Crew Member has breached the Code of Conduct or not | | | | | | | |  |
|  | *No reasonable grounds to believe Crew Member has breached the Code* |  |  | | | *Reasonable grounds to believe Crew Member has breached the code* | | |
| Crew Member is advised that disciplinary action will not be taken  DIS 3 Completed with result and copy given to the Crew Member (this can be done in the hearing or after the hearing.)  Employee is asked to acknowledge receipt of the DIS3  Hearing closed | |  | Head of Department reviews the case in question  If necessary the Head of Department can adjourn the hearing to gather further information and/or to determine if there are any mitigating circumstances to be considered | | | | | |
| Entry made in OLB regarding the hearing and outcome | |  |  | | |  | | |
|  |  |  | Crew Member advised what disciplinary action will be taken.  DIS 3 Completed with result and copy given to the Crew Member (this can be done in the hearing or after the hearing.)  Employee is asked to acknowledge receipt of the DIS3  Hearing closed. | | | | | |
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|  | |  | An entry is to be made in OLB re the hearing and result. | | | | | |

For all disciplinary hearings, a copy of the DIS2 and DIS3 is sent by the HR Manager to the ‘Appraisals’ email. HR Manager keeps scan copies on file for one year. Staff Captain files the original paperwork.

On Silver Explorer, HR Manager is replaced by Finance Officer.