

DISCIPLINARY INVESTIGATION FLOWCHART



Remember that suspension is a neutral act which should be considered on a case by case basis and only used in the most serious cases or where there is risk of evidence being tampered with. The need to suspend should be kept under review throughout the investigation

Notes should be kept of all investigation meetings held and these should be agreed with the witnesses involved

There is no legal right to be accompanied at an investigation meeting – but check what your policies might say on this issue

The disciplinary officer should ideally be someone who has had no previous involvement in the case