

MISCONDUCT PRE-DISCIPLINARY MEETING LETTER TEMPLATE

The below template is an example of a Pre-Disciplinary Meeting notification. This is **NOT** to be used for Performance Management Meetings and **ONLY** to be used for Misconduct Meetings. In all instances we advise that you always call 0800 Chamber (0800 24 26 23) when handling a disciplinary meeting of any nature to get the best advice.

One thing to remember is ensure you have your policies in place on what is:

Poor Performance – examples being, but not limited to: **Excessive errors in work; Not meeting deadlines without reasonable explanation; Unsatisfactory work output compared to satisfactory standard or regular customer complaints.**

Misconduct – examples being, but not limited to: **Failure to follow procedures; Breach of Confidentiality; Withholding information that impacts on progression of project/job; Absent without reason or excessive absenteeism.**

Serious Misconduct – examples being, but not limited to: **Theft; Physical; Violent or Threatening Behaviour; Tampering of Company Assets for Personal Use; Falsification of Documents being reports, records or expenses; Sexual Harassment.**

Having policies on each of these will provide a clear route to follow. Sometimes culture and policy don't marry up. In some cases you may need to view whether it was deliberate or negligent or whether this is the culture norm for your organisation.

DATE: (Date of letter must be same date that the employee receives the letter.)

TO: Mr./Ms. FULL NAME (FIRST AND LAST)

FROM: <MANAGER'S FULL NAME>

RE: Notice to Attend a Pre-Disciplinary/Disciplinary Meeting

Purpose of Notification

This letter is formal notice for you to attend a **Pre-Disciplinary (PDC) /Disciplinary Meeting (DC)** on **DATE** at **TIME** in **LOCATION**. <Note it is intended that the timeframe provided is fair and reasonable to the Employee to allow them time to organize a support person. Generally this is 48 hours>. The purpose of this Meeting is to determine if your involvement in recent events (specifically, <...>) warrants disciplinary action, up to and including dismissal.

Relevant Past Occurrences and Active Disciplinary Actions

<Note any past relevant conversations with employee regarding this topic, including other documented clarifying conversations with the employee, or other evidence showing that the employee was aware of expectations, etc. Include all active disciplinary actions, and list them with a brief synopsis (usually, the first paragraph from the disciplinary letter).>

- <On <DATE> you and I met regarding <...> and I instructed you to <...>. On <DATE>, I sent you a follow-up email summarizing this conversation.>
- <On <DATE> you attended a workshop on <...>>
- <On <DATE> you received a Written Warning for Unacceptable Personal Conduct, specifically due to <...>>

Incidents Resulting in This Pre-Disciplinary/Disciplinary Meeting

<Detail what occurred and be sure to include what information the employee has already provided to explain the incident, etc. Provide all details you are relying on to make the allegation. When possible, note specific and relevant performance expectations that were not met and explain what is unacceptable about the employee's work or actions. Include any specific consequences of the actions.>

- <POINT #1>
- <POINT #2>
- ...

Pre-Disciplinary/Disciplinary Meeting Procedures

I will conduct the Pre-Disciplinary/Disciplinary Meeting. Also present will be <NAME & JOB TITLE>. Due to the nature of this meeting you are entitled to bring a support person to this meeting and any other follow up meeting we may have post this meeting. In the Meeting, you will have the opportunity to present any additional or clarifying information that you believe is relevant to my evaluation of this matter. We will consider your responses and undertake any further required investigation before a decision is made.

Employer's Signature

Employer's Signature: _____ Date: _____

For further information please refer to other resources within the Chamber being:

- Disciplinary Flow Chart
- Disciplinary Interview Checklist

In all instances please phone 0800 CHAMBER for support/ advice on the process. Despite your initial reaction to the offence or performance issue a process must be followed and a preconceived outcome must not be determined. All action must be fair and reasonable.

If you have any questions, please call 0800 CHAMBER (0800 242 623).

DATE: JUNE 2015

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