

## DISCIPLINARY PROCEDURES AND FAIR PROCESS

<b>Start Date:</b>	12/10/2026	<b>End Date:</b>	16/10/2026
<b>Categories:</b>	Human Resources	<b>Venues:</b>	Berlin
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

A disciplinary process that is poorly run exposes the organization to legal and reputational risk. This program sets out how to conduct a fair, consistent, and defensible disciplinary procedure from first notice through to outcome and appeal. Participants work through each stage of the process, the standard of evidence required, and the documentation that protects a decision if it is later challenged.

### OBJECTIVES

By the end of this course, participants will be able to: - Describe the stages of a fair disciplinary process - Apply the principles of due process and natural justice - Distinguish misconduct from performance matters - Prepare and conduct a disciplinary meeting correctly - Match disciplinary outcomes to the severity of the matter - Manage appeals fairly - Maintain documentation that supports a defensible decision

### COURSE OUTLINE

1- Purpose of a Disciplinary Process 2- Due Process and Natural Justice 3- The Disciplinary Policy Framework 4- Grounds for Disciplinary Action 5- Misconduct Versus Performance 6- Investigation Before Discipline 7- Preparing and Conducting the Meeting 8- Representation and Support 9- Determining Proportionate Outcomes 10- The Appeals Process 11- Documentation and Records 12- Consistency and Risk Avoidance

### TARGET AUDIENCE

HR practitioners, employee relations officers, and managers responsible for disciplinary matters.

### METHODOLOGY

The program uses case studies, a guided disciplinary simulation, and document review. Participants practice each stage across the week and receive structured feedback on fairness and defensibility.

### CONCLUSION

Participants leave able to run a disciplinary procedure that is fair to the employee and able to withstand scrutiny, reducing the organization's exposure to challenge.

## DAILY AGENDA

### **Day 1: Foundations of a Fair Disciplinary Process**

Covers the purpose of disciplinary procedures, the principles of due process and natural justice, and the policy framework that governs disciplinary action.

### **Day 2: Grounds for Action and Misconduct vs. Performance**

Examines what constitutes grounds for disciplinary action, the distinction between misconduct and performance matters, and the investigation required before any disciplinary step.

### **Day 3: Preparing and Conducting the Disciplinary Meeting**

Develops skills in meeting preparation, conducting a fair disciplinary hearing, and managing employee representation and support rights throughout the process.

### **Day 4: Outcomes, Appeals and Documentation**

Covers determining proportionate disciplinary outcomes, managing the appeals process fairly, and maintaining the documentation that supports a defensible decision.

### **Day 5: Consistency, Risk and Applied Simulation**

Reviews consistency requirements and organizational risk, finishing with a full disciplinary simulation from first notice through to outcome and appeal.

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For more information, please contact us:

Email: [info@gatewayconsulting.com](mailto:info@gatewayconsulting.com) | Phone: +96522968641

<https://gatewayconsulting.com>