

# Managing Employment Relations in the Workplace

## Disciplinary Enquiries

According to a research at Cambridge University, it doesn't matter in what order the letters in a word are, the only important thing is that the first and last letter be at the right place. The rest can be a total mess and you can still read it without problem. This is because the human mind does not read every letter by itself, but the word as a whole.

amazing huh?

# Contents of the Presentation:

## Purpose of the presentation

1. The need for disciplinary process in the work place
2. Discuss relevant concepts
3. Discuss counselling procedure
4. Discuss disciplinary process
5. Discuss Roles in a Disciplinary enquiry
6. Discuss complainant/initiation process
7. Discuss initiator /Prosecutor strategy
8. Discuss types of evidence to present in Disciplinary enquiry

# Discipline in the Workplace

- Ensures effective functioning of the organization
- To achieve goals & objectives
- Ensures a safe environment for all
- Negative & Positive discipline



# Relevant Concepts

- **Procedural**
- Notified in writing
- Proper investigation
- Right to appeal
- Representation
- Opportunity to state
- Chairperson impartial
- Time to prepare
- **Substantive**
- All facts are considered
- Consistency
- The punishment must fit the crime

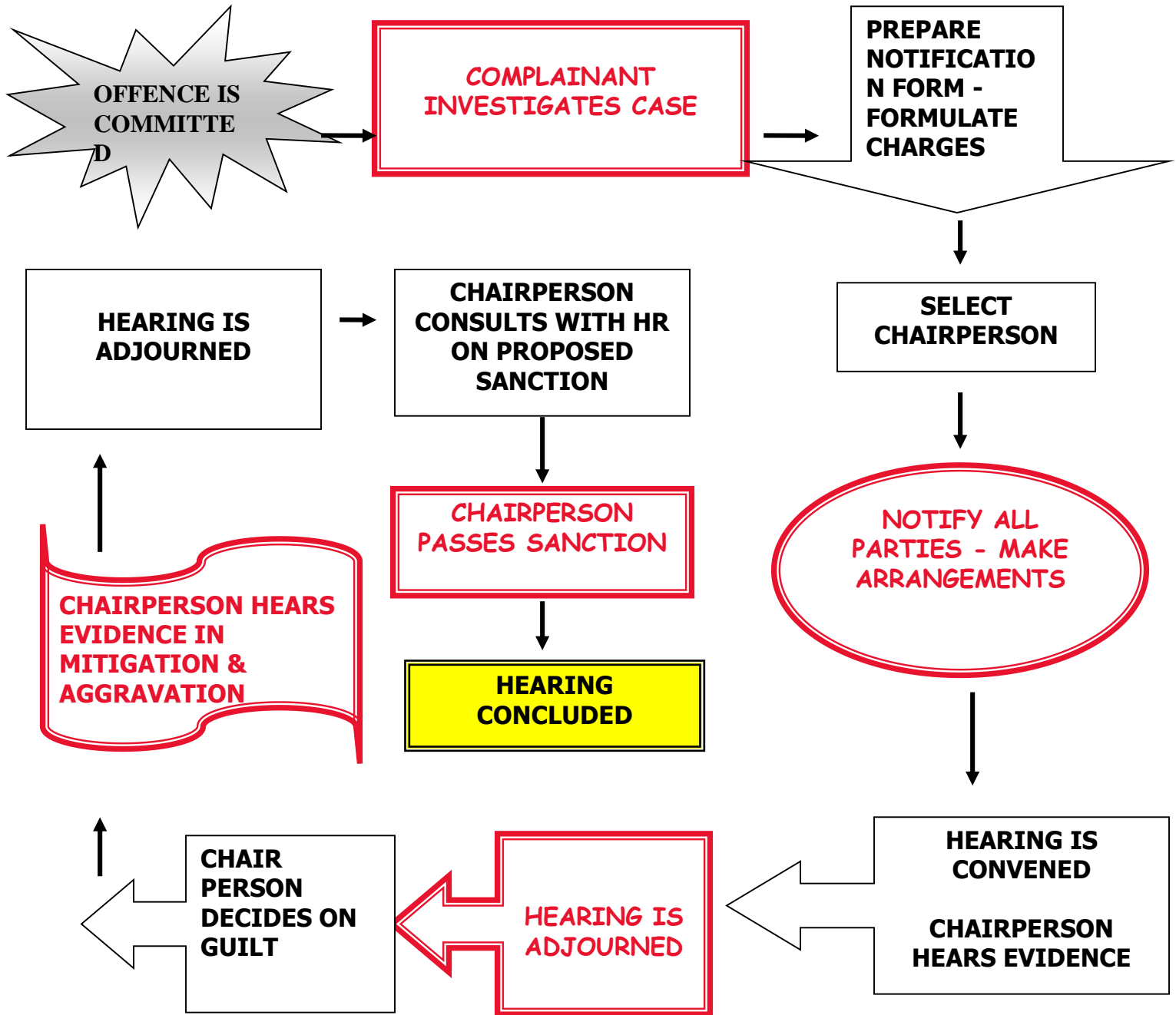


# Counseling Procedure

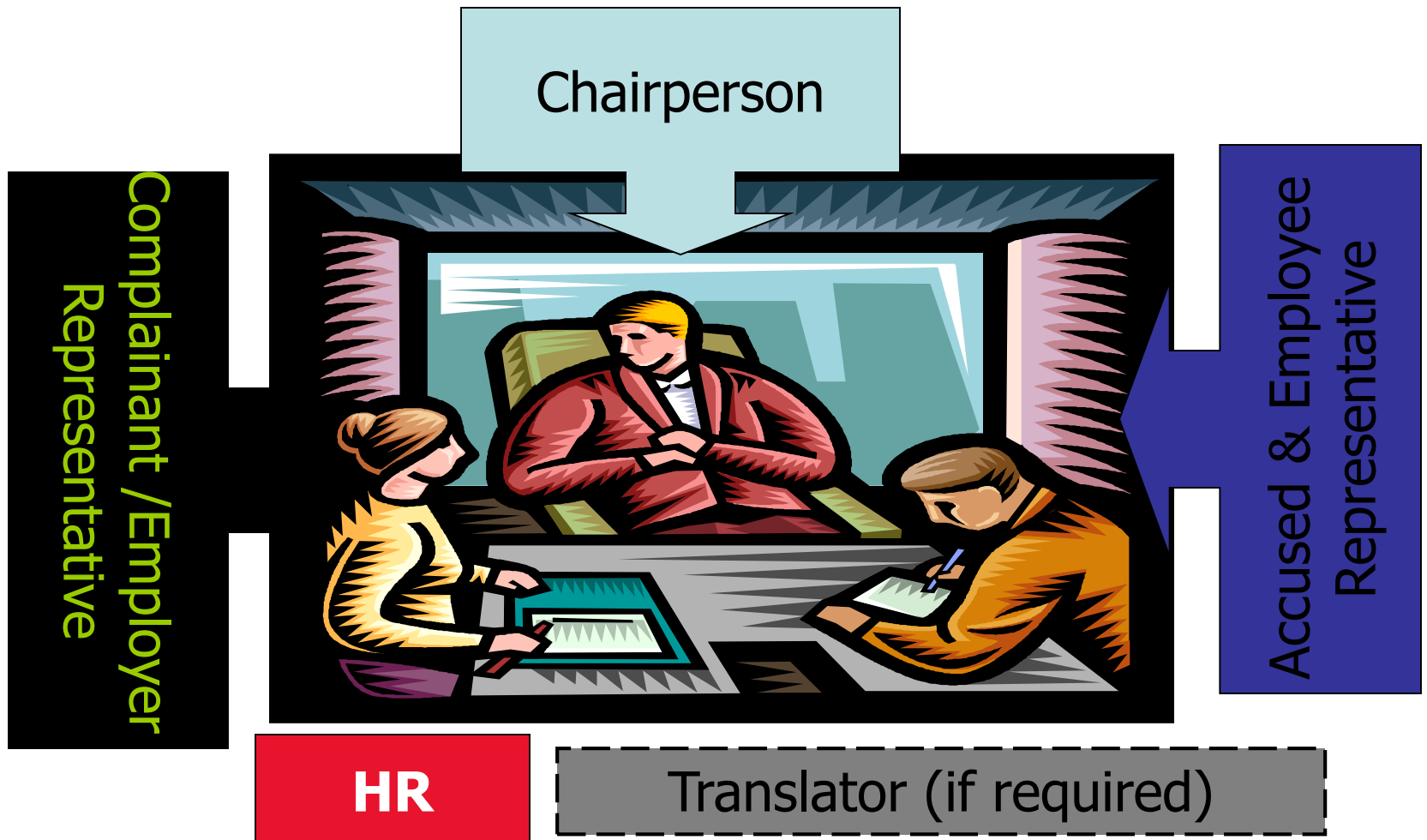
- Employee Details
- Description of Offence
- Session Objectives
- Statement by Accused
- Description of Desired Behaviour
- Date of Revision



# Disciplinary Process



# Roles in a Disciplinary Enquiry





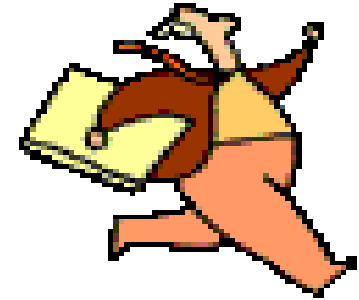
# Complainant

- Step 1: Preparation
- Step 2: Take Statements
- Step 3: Consider your Strategy



# Strategy:

- Determine Grounds
- Analyze – Factors to consider
- Anticipate possible issues in dispute
- Draft your statements
- Prepare your witnesses
- Prepare your documentation
- Prepare your closing arguments



# Evidence

- Verbal or Written Statements
- Documents
- Exhibits
- Inspections



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