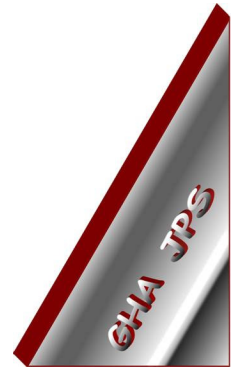


## OUTLINE PROGRAMME

### Discipline, Grievance and Appeals

- 1 Statements of Particulars of Employment ('contracts')**
  - a. Why they Matter
  - b. Comparison of letter of engagement/SOPE
  - c. What must a SOPE contain?
  - d. Pensions
- 2 Disciplinary, Appeals and Grievance Policies**
  - a. Why have one?
  - b. What should they contain?
  - c. Why do they matter?
- 3 Discipline, Appeals and Grievance Procedures**
  - a. Statutory requirements
  - b. ACAS Code of Practice
  - c. Handling disciplinary matters
    - i Misconduct
    - ii Gross misconduct
  - d. Being accompanied
    - i Natural Justice
    - ii Protected Acts
  - e. Responding to a grievance
    - i During employment
    - ii After termination
  - f. Appeals procedures
- 4 Conducting a Disciplinary Hearing**
  - a. Invitation to a Disciplinary Meeting
  - b. Investigation
  - c. Evidence and witness Statements
  - d. Rights and Responsibilities
- 5 Termination of Employment and Employee's Rights**
  - a. Automatic unfair dismissal
  - b. Unfair dismissal
  - c. Constructive dismissal
  - d. Summary dismissal
  - e. Transfer of undertakings
  - f. Redundancy
- 6 Tribunals**
  - a. What happens?
  - b. Who can claim?
  - c. How does it work?
  - d. What does it cost?
  - e. ET1 Form
  - f. ET3 Form
  - g. Documents, bundles and dealing with the Tribunals Office



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