

IELTS READING- When Things Go Wrong at Work: The Disciplinary Procedure S35GT4

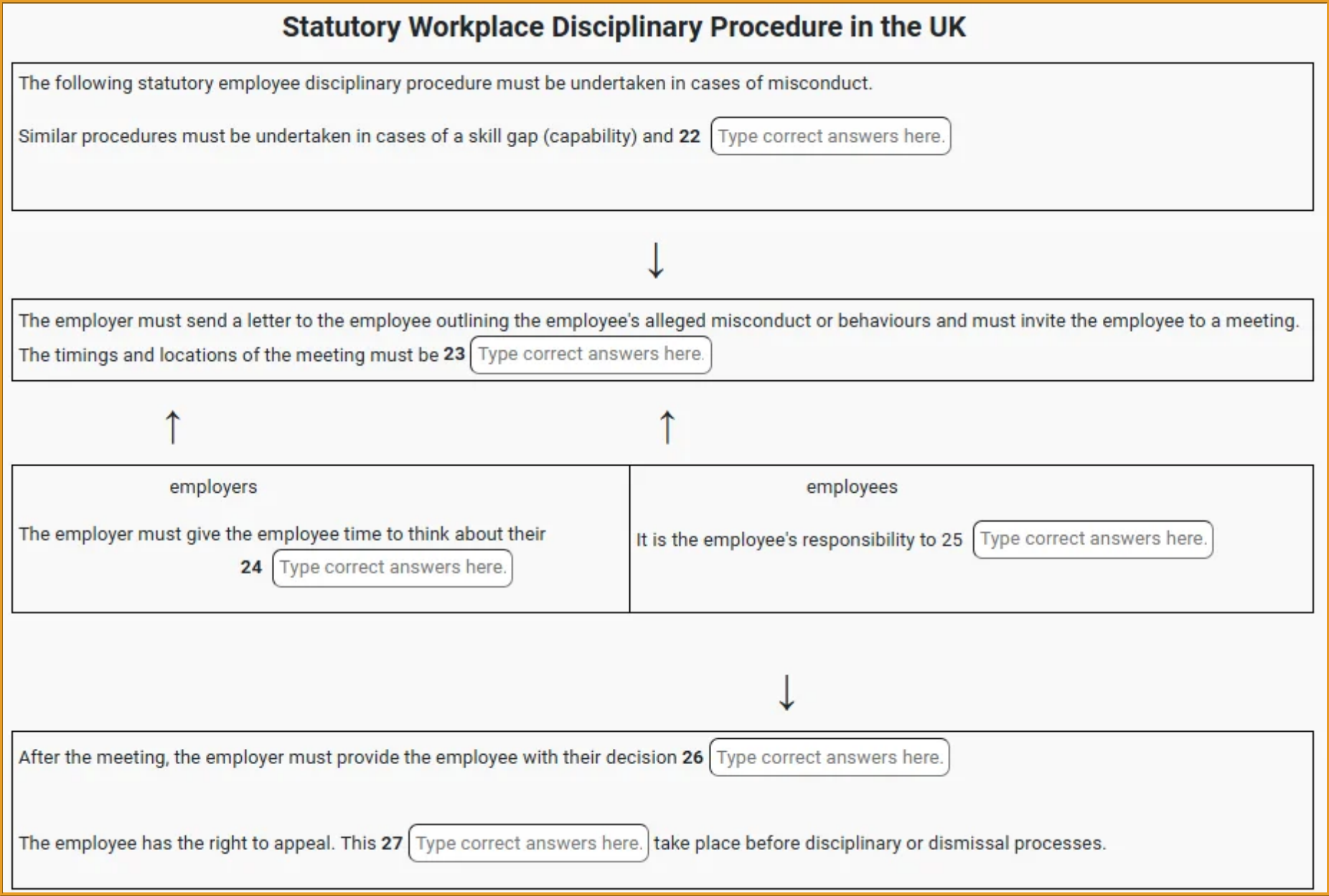


IELTS READING When Things Go Wrong at Work: The Disciplinary Procedure Reading Practice Test has 10 Questions belongs to the Workplace Policies & Employee Rights subject..

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When things go wrong at work and employers need to discipline or even dismiss an employee, most countries, including the UK, have statutory procedures that must be adhered to. Failure to follow these could result in an employer being taken to court by an employee.

In cases where the employee’s behaviour or conduct is called into question, employers should ensure that they follow the processes outlined below. Similar processes should be followed when an employee’s capacity to execute tasks may be lacking, or when specific roles are no longer viable/necessary, and the employee is facing redundancy.



The first thing for management to do is to formally write to the employee, setting out the alleged misconduct and presenting any evidence that has been brought to the management’s attention. A meeting between management and the employee should be arranged without unreasonable delay. The meeting should be conducted at a reasonable time and place so that it is easy for the employee to attend. Sufficient time must be given for the employee to consider their response to allegations, but the onus is also on the employee to make sure they attend the meeting.

Once arguments on both sides have been considered, the employer must make a decision and ensure that this is communicated to the employee in writing. The employee has the right to appeal. If an appeal is registered, the employer should be represented, as far as is possible, by a more senior manager than the one who attended the first meeting. The appeal meeting need not take place before the disciplinary action or dismissal.

In the initial meeting and in an appeal, if one is lodged, the employee has the right to be accompanied by a person of their choosing.

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