



Do you employ staff?

Do you have difficulty understanding  
your legal and contractual  
responsibilities as an employer?

Do employment problems keep you  
awake at night?

Hassle Free HR - Taking the hassle out of your HR and H&S Management

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## Disciplinary and Grievances

### Why should you have Discipline and Grievance Procedures in place?

As an employer you are legally required to make sure your company has disciplinary and grievance policies in place. You are legally bound by the Employment Act 2008 to provide your employees with a fair and reliable way to solve problems and deal with negative situations. You are also required to manage your company and employees in line with the ACAS Code of Practice 2012 which lays out how you should be treating your employees when dealing with disciplinary or grievance issues.

As well as the legal requirements they also act as good tools for performance management. A disciplinary policy should contain information on what behaviour will or won't be tolerated by you, this can then help you identify when there is a shortfall. A grievance can act as a way to solve a problem without having to wait for it to escalate in to something less manageable. If your employees feel that they can come to you with problems and issues they are more likely to feel happier and secure. An open and honest environment can also help you in other departments such as health and safety, if an employee notices something not quite right then you want them to be able to tell you!

All together these policies benefit your company in terms of making it a fair place to work, helping you treat all of your employees equally, make your employee's feel that they are in a supportive environment, and finally by making sure that your company is legally

compliant.

## The Importance of Carrying Out the Process Correctly

It is of paramount importance that either you or your managers' understand "how" to carry out the process correctly. Training your management team should be seen as an investment as problems can quickly arise thereby having serious effects on your company. It's good to go one step further and make sure that your management team don't just know their legal obligations but also understand that when dealing with a disciplinary or grievance issues they have a moral obligation to be fair and leave pre-judged expectations at the door.

If these procedures are not carried out correctly then you leave yourself and your company open to possible employment tribunal claims. An employee, who feels like they have been discriminated against in a poorly conducted disciplinary, or even dismissed, could submit a claim and if your company behaved wrongly you could have to pay out thousands of pounds. The same can be said for employees who are suspended wrongly during investigations, employees who feel that allegations were not properly investigated, or employees who feel that their grievances are not being taken seriously

## How Can We Help You?

The subject of disciplinary and grievances is one that can commonly go wrong, but luckily we are here to help you! We can provide your management with training workshops to make sure they fully understand every aspect of the procedures, ensuring that your company is operating legally. We can also offer you advice and guidance every step of the way if you're dealing with a situation that you don't have full confidence in, and sometimes we can even offer you an objective opinion too. We have lots of experience when it comes to dealing with disciplinary and grievances so we can offer you a wealth of knowledge making sure that you never end up on the wrong side of employment law.

If you have any queries relating to any of the subjects raised within this newsletter then please don't hesitate to contact us at [hradvice@hasslefreehr.co.uk](mailto:hradvice@hasslefreehr.co.uk)

For clarification of any of the above updates or for advice and guidance on any HR and/or Health and Safety Concerns contact us by emailing [hradvice@hasslefreehr.co.uk](mailto:hradvice@hasslefreehr.co.uk) or by calling 02476 664092.

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