

DISCIPLINARY INTERVIEW CHECKLIST

Prior to the interview

Have you:

- | | | |
|---|-----|----|
| • Informed the employee of the allegation against him/her? | Yes | No |
| • Given the employee all the relevant information? | Yes | No |
| • Advised the employee that the matter is serious and could result in the employee being dismissed? | Yes | No |
| • Considered any initial explanation given? | Yes | No |

Has the employee been informed of, or was aware of:

- | | | |
|---|-----|----|
| • The rule of code of conduct concerned? | Yes | No |
| • What was expected of the employee | Yes | No |
| • The consequences of breaching the rules of code of conduct? | Yes | No |

Is the rule of code of conduct

- | | | |
|--|-----|----|
| • Applied consistently to all employees? | Yes | No |
| • Accepted as normal social and industrial practice? | Yes | No |

Have you:

- | | | |
|---|-----|----|
| • Obtained all the relevant facts? | Yes | No |
| • The necessary authority to warn or dismiss? | Yes | No |
| • Told the employee of the date, time and place of the meeting and the reasons for it? | Yes | No |
| • Given the employee the opportunity to have a representative or work associate present at the interview? | Yes | No |

During the interview

- | | | |
|--|-----|----|
| • Did you put all the allegations to the employee? | Yes | No |
| • Did you give the employee the opportunity to explain the action? | Yes | No |
| • Have you warned the employee previously about offending, and recorded the warning? | Yes | No |
| • Is the outcome of the meeting justifiable? | Yes | No |

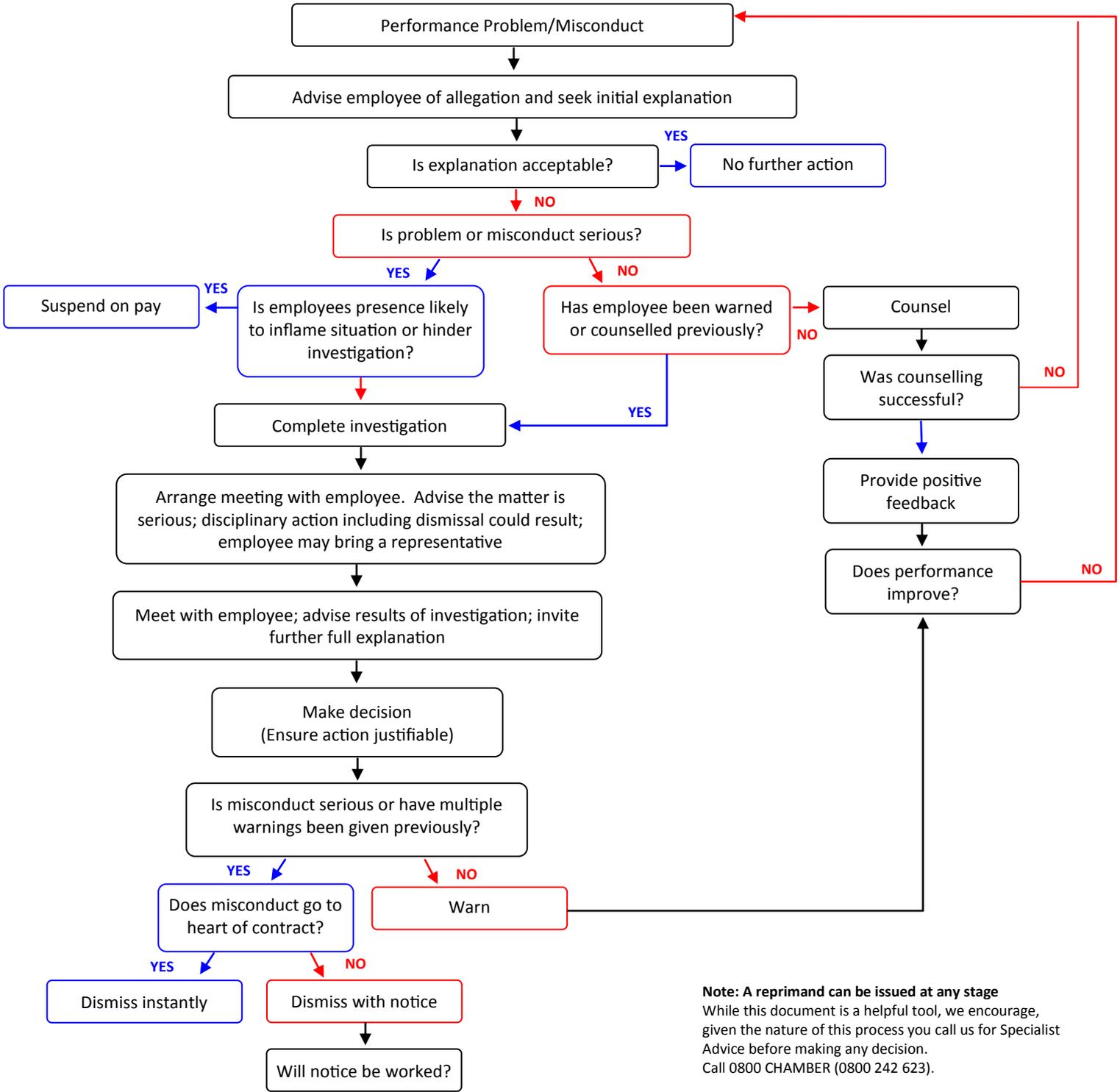
Subsequent to warning or dismissal

- | | | |
|--|-----|----|
| • Do you have a complete record of the investigation and warning? | Yes | No |
| • Have you given the employee the required period of notice? | Yes | No |
| • Where summary dismissal is necessary, have you ensured the employee's salary/pay is stopped? | Yes | No |

If you have any questions, please call 0800 CHAMBER (0800 242 623).

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Disciplinary Procedures Flowchart



Note: A reprimand can be issued at any stage
 While this document is a helpful tool, we encourage, given the nature of this process you call us for Specialist Advice before making any decision.
 Call 0800 CHAMBER (0800 242 623).