

SCHEDULES

SCHEDULE 1

STATUTORY DISPUTE RESOLUTION PROCEDURES

PART I

DISMISSAL AND DISCIPLINARY PROCEDURES

CHAPTER I

STANDARD PROCEDURE

Step 2: meeting

2.—(1) The meeting must take place before action is taken, except in the case where the disciplinary action consists of suspension.

(2) The meeting must not take place unless—

(a) the employer has informed the employee what the basis was for including in the statement under paragraph 1(1) the ground or grounds given in it, and

(b) the employee has had a reasonable opportunity to consider his response to that information.

(3) The employee must take all reasonable steps to attend the meeting.

(4) After the meeting, the employer must inform the employee of his decision and notify him of the right to appeal against the decision if he is not satisfied with it.