

SCHEDULES

SCHEDULE 1

STATUTORY DISPUTE RESOLUTION PROCEDURES

PART I

DISMISSAL AND DISCIPLINARY PROCEDURES

CHAPTER II

MODIFIED PROCEDURE

Step 1: statement of grounds for action

4. The employer must—
 - (a) set out in writing—
 - (i) the employee's alleged misconduct which has led to the dismissal,
 - (ii) what the basis was for thinking at the time of the dismissal that the employee was guilty of the alleged misconduct, and
 - (iii) the employee's right to appeal against dismissal, and
 - (b) send the statement or a copy of it to the employee.

Step 2: appeal

- 5.—
 - (1) If the employee does wish to appeal, he must inform the employer.
 - (2) If the employee informs the employer of his wish to appeal, the employer must invite him to attend a meeting.
 - (3) The employee must take all reasonable steps to attend the meeting.
 - (4) After the appeal meeting, the employer must inform the employee of his final decision.