

SCHEDULES

SCHEDULE 1

STATUTORY DISPUTE RESOLUTION PROCEDURES

PART I

DISMISSAL AND DISCIPLINARY PROCEDURES

CHAPTER I

STANDARD PROCEDURE

Step 1: statement of grounds for action and invitation to meeting

1.—(1) The employer must set out in writing the employee's alleged conduct or characteristics, or other circumstances, which lead him to contemplate dismissing or taking disciplinary action against the employee.

(2) The employer must send the statement or a copy of it to the employee and invite the employee to attend a meeting to discuss the matter.