

# Disciplinary Procedures

The aims of the disciplinary procedure are to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement when necessary.

This course covers the aims of the disciplinary procedure, penalties including investigations, allegations and suspensions, procedures for carrying out hearings, and appeals.

Course	Module Number	Module Name	Pass % Required
Disciplinary Procedures	1	Disciplinary Procedure and Confidentiality	70
Disciplinary Procedures	2	Investigations, Allegations and Suspensions	70
Disciplinary Procedures	3	Notification Of A Hearing, The Right To Be Accompanied, And Procedure	70
Disciplinary Procedures	4	Penalties, Their Effects, And Appeals	70
Disciplinary Procedures	5	Holding Disciplinary Hearings And A Case Study	70

## Recommended System Requirements

- Operating System: Windows 7+ or Mac OSX (10.8+)
- Browser: A modern and up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Additional Software: Flash Player (latest version)
- Download Speed: Broadband (3Mb+)

**Duration:** 45 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)