

Desktop Guide to HR – Disciplinaries and Grievance



Overview

All business could at some time be faced with having to take disciplinary action against an employee. It is therefore essential that you have clear disciplinary procedures that are set out in writing and which follow the good-practice guidelines set out in the Advisory, Conciliation and Arbitration Service's (ACAS) code of practice on disciplinary and grievance procedures.

You can find the latest guidance documents [here](#).

However, as failure to follow the guidance correctly could result in increased compensation awards to one of your employees should they succeed in a claim at a tribunal, we'd strongly urge you to seek professional advice in all disciplinary and grievance issues.

--- PLEASE NOTE ---

The information set out in this document is correct at 1st May, 2011. As the legislation that applies in this article/document is general in its context, your specific circumstances may require tailored advice for it to be effective. If in doubt, contact Crispin Rhodes on 01908 230969 or email angela@crispinrhodes.co.uk