**Disciplinary Procedure – Action Flow Chart**

**Yes**

Refer to the Disciplinary policy – Appendix 6, and the Disciplinary flow charts 6B to 6F

**No**

You should hold an informal meeting with the employee to discuss the complaint and any improvements that they should make.

**No**

**Yes**

Is the conduct/ complaint considered to be misconduct/ gross misconduct under the Disciplinary policy?

Investigate the matter to gather facts.

Is any action needed?

Has a complaint or concern been received regarding an employee’s conduct?