**Disciplinary Procedure – Suspension Flow Chart**

**Note: You should review the need for suspension during the investigation**

**Yes**

You must meet the employee to inform them that they will be suspended and confirm this in writing. The suspension should only be for as long is as necessary to conduct the investigation

**No**

Do not suspend the employee. You can continue with the investigation while they remain at work

**Yes**

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**No**

Do not suspend the employee. You can continue with the investigation while they remain at work in a different role

**Yes**

Do not suspend the employee. You can continue with the investigation while they remain at work in a different role

**No**

Has your initial investigation shown that there is a case to answer?

**Yes**

Could the employee perform other tasks/ responsibilities while the investigation is ongoing

**No**

Do not suspend the employee. You can continue with the investigation while they remain at work

**Yes**

Has your initial investigation shown that there is a case to answer?

**No**

Would the presence of the employee interfere with the investigation into the complaint, or is there a risk to other people, property, sabotage of IT systems?

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

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