**Disciplinary Procedure – Investigation Flow Chart**

**Yes**

You should proceed to the hearing stage of the Disciplinary policy (Appendix 6) and, the Disciplinary Meeting Procedure Flow chart (Appendix 6E)

You should consider if the employee should be suspended at this point.

**No**

You should speak to the employee and let them know that no further action will be taken and discuss the complaint and any improvements that they should make.

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

You should review all the evidence impartially. Is further action required?

You should:

* write to the employee using the template “Invite to attend an investigatory interview” letter, and interview the employee
* Interview and obtain statements from witnesses to the complaint/ concern
* Obtain any documentary evidence such as personnel files, absence records, emails etc

**No**

Appoint someone to investigate the complaint/ concern to gather the facts and establish whether action is required.

You should decide if the Line Manager or another senior colleague would be appropriate

**Yes**

Using appendix 6C, decide if the employee should be suspended while the investigation is held

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