

The Formulation of Disciplinary Charges

Half Day Course

Module 1: Introduction

Module 2: The basics

- The charges: form and language
- The charges: sufficient information
- The charges: no splitting or duplication
- The charges: double jeopardy
- The charges: misconduct outside the workplace
- The charges: group misconduct / derivative misconduct

Module 3: The formulation of specific charges

- Absenteeism
- Abuse of leave
- Assault
- Bringing the employer's name into disrepute
- Breach of the trust relationship
- Conflict of interest
- Disclosing confidential information
- Damage to property
- Dishonesty
- Failure to notify employer of reasons for absence
- Forgery / falsification
- Fraud
- Fighting
- Harassment
- Insubordination / Insolence
- Intimidation
- Non-compliance with company policies/procedures/rules/codes
- Negligence / gross negligence
- Participating in an unprotected strike
- Sleeping on duty
- Testing positive / over the limit
- Theft / misappropriation / unauthorised possession
- Under the influence / drunk / intoxicated

Purpose of the course:

Delegates found competent in this unit standard are able to understand the fundamentals of investigating the misconduct and formulating charges based on the outcome of the investigation.

Upon completion of the course delegates will be able to:

- Explain the importance of the correct disciplinary charges.
- Formulate the charges after investigating the allegations.
- Prove the charges with the evidence gathered during the investigation.

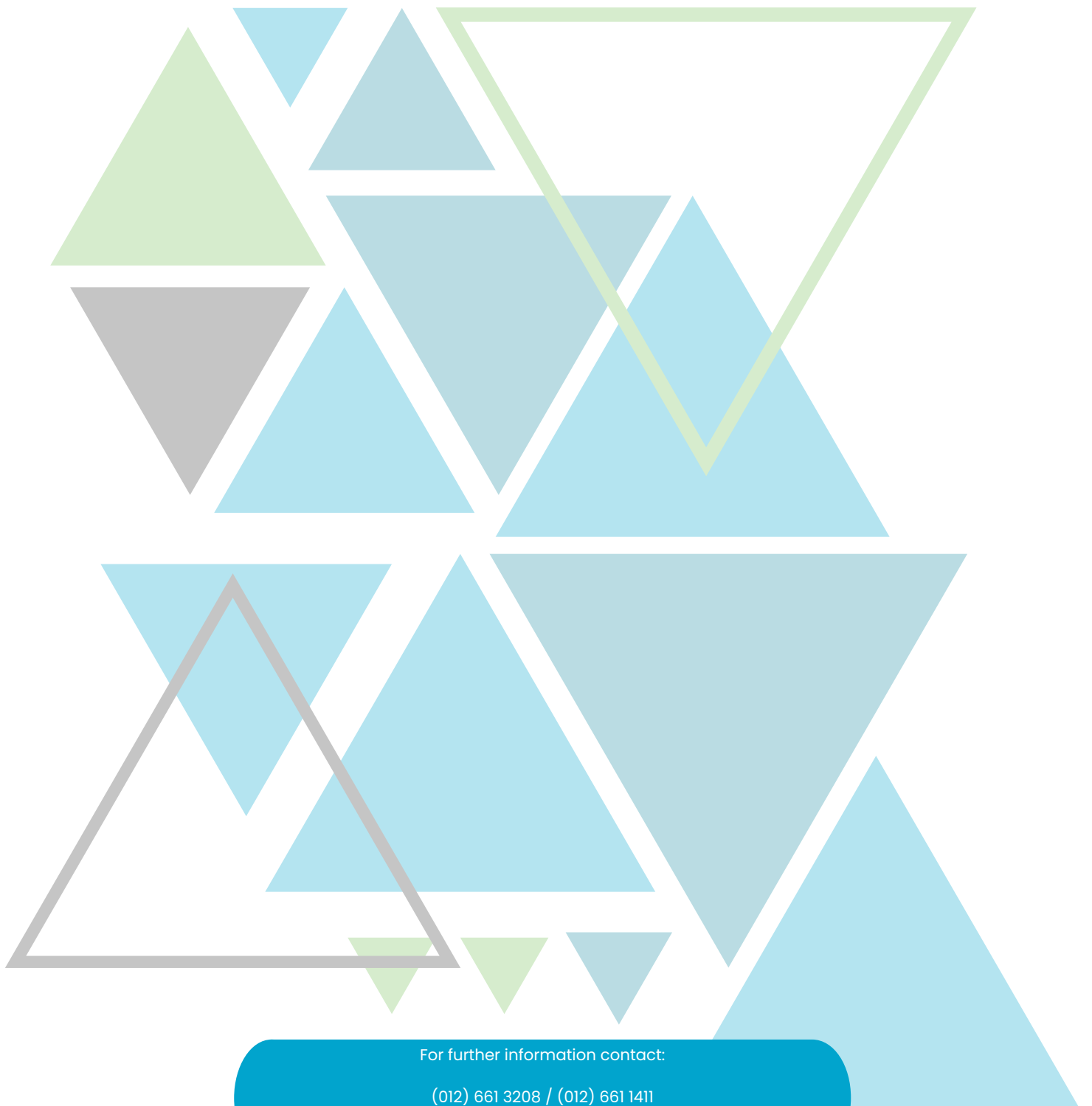
The course will be useful for:

- HR managers
- Line managers
- Supervisors and other employees involved with discipline in the workplace
- Union representatives



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For further information contact:

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