

EMPOWERING PEOPLE.

BUILDING SKILLS.

CREATING OPPORTUNITY.



FAIR PROCEDURES.
RESPECTFUL WORKPLACES.
KNOW YOUR RIGHTS.

This guide provides general information about disciplinary procedures, grievances and resolving workplace concerns fairly. Most workplace issues can be addressed through open communication and fair procedures.



“Everyone deserves to be treated fairly at work.”

DISCIPLINARY, GRIEVANCE & WORKPLACE CONCERNS



Everyone deserves to be treated fairly at work.
Employers should deal with concerns promptly, consistently and in line with the Acas Code of Practice.



1. DISCIPLINARY PROCEDURES

A disciplinary process is used when an employer has concerns about your:

- Conduct
- Behaviour
- Attendance
- Performance (some employers use a separate capability procedure)

A fair disciplinary process should normally include:

- 1 Investigation (where appropriate)
- 2 Written information explaining the concerns
- 3 A disciplinary meeting
- 4 A written outcome
- 5 The opportunity to appeal the decision

Everyone deserves a fair hearing.



2. GRIEVANCES

A grievance is when you raise a concern or complaint about work.

- Whenever possible, try to resolve concerns informally first.
- If this isn't successful, you can raise a formal grievance using your employer's procedure.
- Your employer should investigate where appropriate and respond fairly.
- You have the right to appeal if you disagree with the outcome.

Speak up. Your concerns matter.



3. YOUR RIGHTS

During formal disciplinary or grievance meetings, employees generally have the right to:

- Know what the meeting is about.
- Receive relevant information before the meeting.
- Explain their side of the situation.
- Be accompanied by a trade union representative or a workplace colleague.
- Appeal most formal disciplinary or grievance decisions.

You have rights. Use them.



4. INVESTIGATIONS

Employers should:

- Investigate concerns fairly.
- Gather relevant evidence.
- Speak to appropriate witnesses where necessary.
- Avoid making decisions before establishing the facts.
- Treat information as confidential where possible.

Fair investigations lead to fair outcomes.



5. IF YOU HAVE A PROBLEM AT WORK

- Speak to your manager if you feel comfortable doing so.
- Keep records of important conversations and correspondence.
- Follow your employer's grievance procedure.
- Contact Acas for free workplace advice if you need independent guidance.

Get advice. Know your options.



6. REMEMBER

- ✓ Stay professional.
- ✓ Be honest.
- ✓ Keep written records.
- ✓ Attend meetings.
- ✓ Use your right to appeal if appropriate.

Fairness works both ways.



NEED SUPPORT?

Drae & Dre Collective CIC can help you understand your employment rights and signpost you to further support.



VISIT OUR WEBSITE
www.draeanddre.com



This guide provides general information and should not be taken as legal advice. It is based on current UK employment law for most adult workers (18+) in Great Britain. Some occupations and workers under 18 may have different legal entitlements. Employment law and workplace guidance may change over time.



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— COLLECTIVE CIC —

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ACAS CODE
OF PRACTICE

Fairness at
the heart of
every process.