

INVITATION TO ATTEND A DISCIPLINARY MEETING

Dear []

DISCIPLINARY MEETING

I am writing to advise you that you are required to attend a disciplinary meeting at [] on [date & time] with [name] to discuss your [conduct][attendance] [provide full details].

I enclose the following [evidence/information], which will be discussed at the meeting:

- [The code of conduct]
- [The disciplinary procedure]
- [Contract of employment]
- [Witness statements]
- [Insert details of any other evidence supplied]

At the meeting you will be given every opportunity to state your case and discuss any issues relevant to this matter.

You should be aware that, if as a result of this meeting, you are found guilty of misconduct a decision may be made to take disciplinary action against you under the Company's Disciplinary Procedure, a copy of which is attached. If your misconduct is considered serious, you could be dismissed with notice or pay in lieu of notice **[Note you may only PILON if you have a contractual right to do so]**. [If you are found guilty of gross misconduct, you may be dismissed without notice or pay in lieu of notice]. We will inform you of our decision **[in writing]** after the meeting once I have considered all the evidence.

[If you have decided to suspend and wish to refer to this in this letter include the following wording:

The decision has been taken to suspend you on full pay from [today] until the disciplinary proceedings are concluded. This is not in itself a disciplinary sanction and does not prejudice the outcome of the proceedings. The reason for your suspension is **[set out reasons for suspension (seek advice if unsure) such as:** to enable the Company to carry out a reasonable investigation into the alleged misconduct.] During the period of suspension you will be paid your [full] [basic] salary in the normal way and you will continue to benefit from, and be bound by, all your terms and conditions of employment.

Although you are not permitted to attend your place of work, you should ensure that you are available to be contacted during normal working hours. You should not attempt to contact any employees [contractors,] [suppliers,] [or customers] of the Company without [my] [the] express permission [of [name]]. [I also confirm your use of the Company's computer systems and network, including your email account, is revoked pending the outcome of the investigation. If you wish to retrieve any emails, which you believe are relevant to the investigation, you will be allowed to do so by

prior arrangement, you will be accompanied by a company representative whilst you are doing so.]

[OR – if the employee is already suspended and you have already notified them of the arrangements during suspension: You will remain on suspension until the outcome of the disciplinary hearing and all the arrangements and conditions set out in our letter of [date] will continue to apply**]]**

You are entitled to be accompanied at the disciplinary meeting by a colleague or a trade union representative. Please advise **[Human Resources]** at least 24 hours before the meeting of the name of the person who will accompany you so that appropriate arrangements can be made. If your chosen representative is unable to attend this meeting, please contact **[Human Resources]**.

Yours sincerely

[]

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