**Flow-chart of the Disciplinary Process**

**Informal Action**
- Discussions between line manager and employee on improvements required in conduct

**Formal Action**

**Step 1: Action which may lead to an Oral Warning**
- Line Manager investigates alleged misconduct
  - may lead to
  - Line Manager issues Oral Warning
    - no improvement may lead to

**Step 2: Investigation by Nominated Manager & one other independent officer**

**Step 3: Disciplinary Hearing by Authorised Manager & member of Directorate Personnel Section**
- If unproven
  - or
  - If proven may lead to
    - First Written Warning
      - appeal to Director
    - Final Written Warning
      - appeal to Director
    - Dismissal with Notice
      - appeal to Appeals Panel
    - Summary Dismissal
      - appeal to Appeals Panel
- Destroy all documentation relating to the case