

## Disciplinary – Decision Outcome

HR- DCP 1.37 R2

If Industrial employee, please tick here: <input type="checkbox"/>
Employee Name:
Case ID:
Alleged Offender:
Discipline Officer:
HRConnect Case Officer:
Meeting Date:

### Case Decision

<b><u>Incident 1</u></b>			
Nature of Charge:	<input type="checkbox"/> Misconduct	<input type="checkbox"/> Gross Misconduct	
Decision/Outcome:	<input type="checkbox"/> Not upheld	<input type="checkbox"/> Upheld	<input type="checkbox"/> Partially upheld
<b><u>Incident 2</u></b>			
Nature of Charge:	<input type="checkbox"/> Misconduct	<input type="checkbox"/> Gross Misconduct	
Decision/Outcome:	<input type="checkbox"/> Not upheld	<input type="checkbox"/> Upheld	<input type="checkbox"/> Partially upheld
<b><u>Incident 3</u></b>			
Nature of Charge:	<input type="checkbox"/> Misconduct	<input type="checkbox"/> Gross Misconduct	
Decision/Outcome:	<input type="checkbox"/> Not upheld	<input type="checkbox"/> Upheld	<input type="checkbox"/> Partially upheld
Suspension lifted return to work on date:			

**Additional information:**

**Was the employee accompanied at the meeting?**

**Yes**

**No**

**TU Representative (name):**

**Work Colleague (name):**

## **Outcome of Meeting**

### **1. No Further Action**

**Details:**

## **2. Disciplinary Action**

**Penalty 1:** **which expires on:**

**Penalty 2:** **which expires on:**

**Penalty 3:** **which expires on:**

**Warnings:**

## **3. Dismissal**

**Details:**

<b>CC letters to:</b>	<input type="checkbox"/> <b>DHR</b>	<input type="checkbox"/> <b>Line Manager</b>	<input type="checkbox"/> <b>Representative</b>
<b>Minutes of meeting attached?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	

**Please email this form directly to the email address below; hard copy forms should be scanned then emailed.** This will ensure you receive an automatic acknowledgement of your form, so you can be sure it has been received. Forms sent by post may take longer and you will not receive an automatic acknowledgement. There is NO requirement to post a hard copy of a form you have emailed to HRConnect.

**Please return completed form to:**

**Non Industrial**

**Post:**

HRConnect (NICS)  
PO Box 1090  
Beacon House  
27 Clarendon Road  
Belfast  
BT1 9EX

**Email:**

[NICS@HRConnect.nigov.net](mailto:NICS@HRConnect.nigov.net)

**Industrial**

**Post:**

HR Connect (Industrial)  
PO Box 1227  
Beacon House  
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BT1 9LA

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