

**Disciplinary
Review Case & Instructions to Proceed**

HR- DCP 1.22a R2

This form should be used to review a disciplinary case and to inform the HRConnect of the instructions to proceed.

If Industrial employee, please tick here:

Employee Name:

Case ID:

Alleged Offender:

HRConnect Case Officer:

Discipline Officer:

Case Decision:

No case to answer

Proceed to charge

No further action

Return to work date: ____/____/____

Nature of Charge:

Misconduct

Gross Misconduct

Note: Complete this section if any changes from the original form.

Nature of incident 1:

Nature of incident 2:

Nature of incident 3:

Additional information: (including reasons for 'No further action')

Statement of Charge – What individual did and supporting evidence:

Statement of rules of conduct that have been breached:

Please list all documentation to be forwarded with charge letter to employee and representative:

Meeting date:

Time:

Venue:

Alternative date(s):

Alternative time(s):

Name of Chair:

Attendees:

Name:	
Date:	

Has copy of the agreed bundle been forwarded to:	
Employee:	Yes / No
Representative:	Yes / No

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

Industrial

Post:

HR Connect (Industrial)
PO Box 1227
Beacon House
27 Clarendon Road
Belfast
BT1 9LA

Email:

Industrial@HRConnect.nigov.net

NIO:

Post:

HRConnect (NIO)
PO Box 1091
Beacon House
27 Clarendon Road
Belfast
BT1 9EY

Email:

NIO@HRConnect.nigov.net