

# Managing Discipline & Grievance



- **Ensure disciplinary and grievance issues are handled in accordance with policies and legislation**
- **Reduce the risk of losing an Employment Tribunal**
- **Reduce the time managers and HR professionals spend administering grievance and disciplinary processes**
- **Equip managers to take action and deal with poor performers more effectively**

Disciplinary & Grievance issues may occur infrequently, but when they do they can be costly, time-consuming and have highly damaging consequences if not dealt with in the correct way.

Our Managing Discipline & Grievance module helps to ensure that issues are handled effectively, fairly and in line with relevant employment legislation. We can reduce the time managers and HR users spend dealing with problem situations, improve consistency across your organisation and reduce your risk of losing an Employment Tribunal.

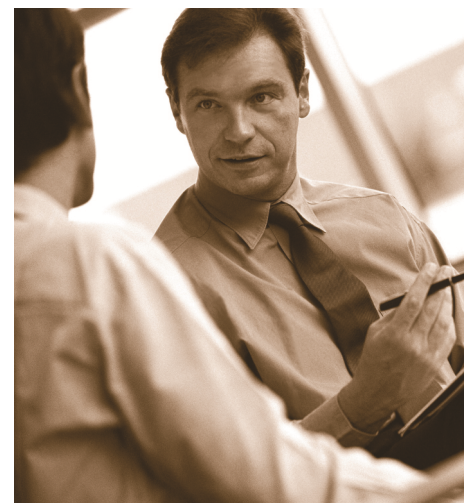
## Key Features

- The system provides easy-to-follow, step-by-step processes for handling disciplinary and grievance issues, make it easier for managers and HR professionals to follow correct process
- Advice and guidance is provided to users at each step of the way, making it easier for managers to handle situations correctly, confidently and with minimum hassle.
- Users can easily produce Disciplinary letters in accordance with required standards. The system comes pre-populated with a complete set of Disciplinary & Grievance letter templates, which can be edited to meet each client's own requirements
- All meeting dates, letters and notes are recorded and tracked on the system providing a full audit trail in the event of an Employment Tribunal situation
- Managers can access and print off meeting templates for Disciplinary hearings, including a suggested agenda and guidance notes
- The findings of Disciplinary investigations or ad-hoc issues can be easily recorded – these can provide a sound basis for later disciplinary action if required
- Managers will receive automatic reminders of key dates and actions (e.g. sending a letter following a Disciplinary Hearing) ensuring that important milestones are

not missed

- Senior managers and HR users can easily view summary metrics or drill down into the detail of an individual investigation, disciplinary or grievance process

As well as our online toolkit, we have an experienced team of HR Consultants available to help you deal with disciplinary and grievance situations effectively. They can help you review your existing policies and procedures to ensure they comply with relevant legislation and best practise, or provide training to managers on how to manage disciplinary and grievance issues.



## Screenshot from the Discipline & Grievance Module

**Disciplinary Process Summary**

You are viewing Summary information for the following Disciplinary Process

Employee: Sally White  
 Reporting to: Norman Newton  
 Milly Lord  
 Date Started: 07 Nov 07  
 Reason: Behaviour - Conduct  
 Next Action Required:  
 Current Stage: Stage 1

Reason given by the manager for this Disciplinary Action:  
 It is alleged that you shouted at a fellow colleague in the middle of the office and this is considered unacceptable behaviour.

**Disciplinary Stage 1**

**General File Notes Attached to this Process**

No general notes related to file

[Add File Note to this Record](#)

**Disciplinary Process Status**

Stage/Process Step	Status	Date	Print
Invitation Letter	Complete	07 Nov 07	<input type="checkbox"/> <a href="#">View</a>
Meeting preparation - Script/agenda	Complete	07 Nov 07	<input type="checkbox"/> <a href="#">View</a>
Produce Follow Up Notes and Actions	Complete	07 Nov 07	<input type="checkbox"/> <a href="#">View</a>
Decision letter	Complete	07 Nov 07	<input type="checkbox"/> <a href="#">View</a>
1 Appeal Meeting Letter	Complete	07 Nov 07	<input type="checkbox"/> <a href="#">View</a>
Appeal outcome letter	Complete	07 Nov 07	<input type="checkbox"/> <a href="#">View</a>
Review meeting agenda	Complete	12 Nov 07	<input type="checkbox"/> <a href="#">View</a>

## About Youmanage®

Youmanage is a comprehensive and integrated approach to online toolkit giving people managing their employees. It can be tailored to reflect the branding, policies and processes of each client.

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up way. The system incorporates training materials, a complete range of standard HR letters and forms, guidance notes, and other useful tools.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates a complete range of standard HR letters and forms, guidance notes, and other useful tools.

For more information about Youmanage HR's people management solutions visit [www.youmanageHR.com](http://www.youmanageHR.com).

