

PREPARING FOR THE HEARING

DISCIPLINARY FACTSHEET 4

Preparing for the hearing

There are some things you can do to make the disciplinary hearing less traumatic and to help you present your case. It is very easy to get flustered or confused at the hearing so preparing beforehand will help you when you attend. You might find the following points helpful:

- Not every employer conducts their disciplinary hearings in the same way and you should check the format so you are well prepared.
- Ensure you clearly understand what your employer believes the problem is.
- It is important to be organised, especially as there might be a lot of paperwork that your employer has provided you with. Before you start going through it put in into order (such as date) and place it in a file if you have one.
- Read carefully all the evidence that your employer will be relying on.
- Make a note of anything that you believe is not true in the evidence if it relates to the allegations against you. You can use a highlighter pen to mark the important parts.
- Think about what evidence you can use to support your case, such as relevant documents, training records, performance appraisals, CCTV or witness statements from colleagues. If you don't have the evidence that you need to defend yourself then ask for your employer to provide it to you.
- If you have your own evidence, provide a copy of it to your employer before the hearing. Some employers will not consider it if it is not given to them a certain number of days before the hearing so check when it has to be provided.
- Write a statement to give to the chair at the disciplinary hearing which clearly explains your case.
- Draw up a list of points that you want to make so you remember to say everything you planned to at the hearing. You can tick the points off once they have been covered.

CONTACT US

If you have any questions about the contents of this factsheet or you would like more information please contact us. We can be contacted by phone on 07972 437396 or 0121 6631224, email trevor@bhampc.co.uk, via our website www.bpcentre.org.uk or in person at Room 118 Gazette Buildings, 168 Corporation Street, Birmingham B4 6TF (please ring beforehand to ensure we are available).

- When you go to the hearing make sure you have the letter inviting you to attend, the evidence that your employer intends to rely on, your evidence, blank paper to take notes and a pen.
- Prepare what you intend to say at the end of hearing. It is usual for the employer to ask you at the end of the hearing to sum up your case. You should use this as an opportunity to say why your version of events should be believed and why, if dismissal is a possible outcome, dismissal would be too harsh a penalty.

We can help you prepare for your hearing by helping you produce a written statement, describing the process and explaining how to best present your case. Contact us if you would like to discuss how we can help you.