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## Guide Chairing Disciplinary Hearings South Africa

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How to conduct a disciplinary hearing: a step by step guide. 18th  
January 2019. Disciplinary hearings are a difficult area for  
employers. Even though there can be a wealth of evidence against  
an employee, if a fair process is not followed, it leaves the employer  
open to the risk of a claim for unfair dismissal.

How to conduct a disciplinary hearing: a step by step guide  
Chairing disciplinary hearings or listening to formal grievances are  
activities that take lots of managers out of their comfort zone –

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even many HR managers dislike this aspect of the role. Follow these ten tips to take away the pressure and ensure the best outcome for your business and workplace relationships. 1. Prepare for the meeting thoroughly

Ten Steps for Chairing Successful Disciplinary Hearings ...

Last updated: 15th October 2019. Under ACAS guidelines, before an employer can dismiss or sanction an employee for a disciplinary issue, the employer should first hold a disciplinary hearing with the employee. The meeting must be managed correctly to avoid allegations that the employer failed to handle the disciplinary process fairly or lawfully.

Disciplinary Hearing (A Guide for Employers!) | DavidsonMorris

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When I consider what sanction to impose, I will take into account such factors as any mitigating circumstances put forward, anything in evidence that may be regarded as a mitigating circumstance or mitigating evidence, I will consider the respondents length of service, her previous disciplinary record, what training she has received and so on.

A Guide to assist a chairperson at a Disciplinary Enquiry ...  
How to Chair a Formal Hearing For the Disciplinary Procedure  
The below checklist is for guidance purposes only, as it is recognised that the Chair will need to determine how best to manage any hearing given the individual circumstances of the case. Please ensure that all discussions during this process are fair, appropriate and above reproach.

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How to Chair a Formal Hearing (Disciplinary) - How to ...

The Chairperson must also consider the employer ' s own Disciplinary Code and Procedures, and also consistency in terms of previous sanctions imposed for similar offenses. The letter advising the respondent of the sanction imposed should contain points 23 and 24 above in the same letter. Chairing a disciplinary hearing is never an easy task. A fair procedure dictates that the person chairing a disciplinary hearing must be unbiased, impartial and have no prior knowledge of the case.

The Importance Of Chairing A Disciplinary Hearing | Cape ...

Where the investigation shows the employee has a case to answer, the employer should ask them to a disciplinary meeting or

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‘ hearing ’ . Preparing for the hearing The hearing should be held as soon as possible after the investigation, while giving reasonable time for the employee to prepare.

Step 4: The disciplinary hearing: Disciplinary procedure ...  
Chairing Disciplinary Hearings ONLINE BOOKING FORM  
Kindly refer to the attached document for more info on the course outline  
Registration Fee Price per delegate: R 4350-00 The above fees include course material. Course material will only be

Your Guide to Labour Law in South Africa | Labour Guide  
A fair procedure dictates that the chairperson of a disciplinary hearing should (if possible): Be unbiased and impartial; Have no prior knowledge of the case; Must remain neutral at all times and



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does not represent either party to the dispute; Have a good knowledge of the correct procedure

### Electing a Chairperson | Labour Guide

A Guide to Disciplinary Hearings At the outset, let it be stated that: the full proceedings must be recorded in writing in the minutes.

Needless to say, this is not negotiable. If the proceedings are not reduced to writing, your whole case ends up on the compost heap.

The minutes must be as complete and as detailed as possible.

### The Disciplinary Hearing | Labour Guide

The course focuses on how to conduct disciplinary hearings in line with the principles of fairness and equity as envisaged by the Labour Relations Act is covered. Sanctions for misconduct issues of

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absenteeism, intoxication on duty, theft and many other types of misconduct are dealt with from the perspective of what is acceptable for chairpersons to hand down as per the relevant case law and the CCMA's guidelines.

Effective Disciplinary Hearings for Chairpersons Course ...  
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Chairing a Disciplinary Hearing. As well as a thorough investigation, a proper disciplinary hearing will be key to a fair misconduct dismissal. It is therefore essential that anyone tasked with chairing a disciplinary hearing ensures that the hearing is conducted in an equitable manner ...

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The point of a disciplinary hearing is to enable the presiding officer to weigh the evidence for and against the employee and to make an informed and considered decision. This presupposes that presiding officers must have, and keep, an open mind throughout the proceedings.

The minimum requirements for a fair disciplinary hearing ...  
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focuses on how to conduct disciplinary hearings in line with the  
principles of fairness and equity as envisaged by the Labour  
Relations Act is covered. Sanctions for misconduct issues of  
absenteeism, intoxication on Page 4/11.

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THE CHAIRMAN OF A DISCIPLINARY HEARING The Chairman must follow sequentially the steps outlined below and tick ( ) the appropriate space when completed. A Secretary of the hearing, if appointed, is responsible to the Chairman for recording the exact events during the disciplinary hearing.

Chairmans Checklist for Disciplinary Hearings - HRworks.co.za  
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The grievance hearing is only one part of an overall procedure. As an employer, it is your duty to conduct the correct procedure and ensure that it is fair. This article will offer tips on how to conduct a grievance hearing, and the actions you should take to guarantee you have a fair and accurate grievance hearing procedure.

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