

## Amendments table for the April 2009 changes in Employment Law

**These changes will be not effect the assessment of this qualification.**

Qualifications affected	Text to be added to the handbooks listed in the column on the left:	
Profitable Business Portfolio  Unit 13 – Recruitment and Employment Practice  Version 3 for inclusion in Version 4	Page 26 – Dealing with a Disciplinary Offence	<p><i>Replace points 1 to 4 with the following text:</i></p> <p>However, if <b>disciplinary action</b> is deemed necessary, then ACAS recommends that the following <b>key steps</b> be taken:</p> <ol style="list-style-type: none"> <li>1. Gather all the relevant facts as soon as possible, before memories fade, by taking statements and collecting documents. In serious cases consider suspending the employee with pay while a full investigation is conducted</li> <li>2. State clearly the offence to the employee and determine if any action is needed at this stage. This should be done in writing and include any written evidence and witness statements in order to allow the employee to answer the case at a disciplinary meeting. The notification should also include the time and venue of the disciplinary hearing</li> <li>3. Hold a meeting with the employee as soon as possible whilst still allowing them time to prepare their case. Employees may invite relevant witnesses to the hearing however, they must inform their employer before the meeting that they intend to do so</li> <li>4. Employees have a statutory right to be accompanied by a companion where the disciplinary meeting could result in a formal or verbal warning; disciplinary action or the confirming of a warning or disciplinary action</li> <li>5. After the meeting decide whether or not disciplinary action is required and inform the employee in writing. The employee should also be informed of the consequences if they continue to under perform or there is evidence of a further case of misconduct</li> <li>6. All employees have a right to appeal if they feel the disciplinary action taken against them is wrong or unjust. Employees have the right to choose to be accompanied by either a work colleague or trade union official at an appeal hearing.</li> </ol>