



# **The Employer's Guide to Grievance and Discipline Procedures: Identifying, Addressing and Investigating Employee Misconduct**

*Mike Parkin*

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## **The Employer's Guide to Grievance and Discipline Procedures: Identifying, Addressing and Investigating Employee Misconduct** Mike Parkin

"The Employer's Guide to Grievance and Discipline Procedures" presents the knowledge, skills and systems necessary to deal effectively with employee misconduct. It includes guidance on conducting discipline investigations, evidence gathering, interviewing and report writing. The author examines these in relation to common problems of discipline including; lateness, bullying, discrimination and theft. The aim is to deal with problems efficiently in order to avoid litigation. The book is supported by case studies to demonstrate discipline in practice. Also included are a number of sample letters, including correspondence on warning, suspension and dismissal.

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