# A disciplinary hearing

Prepare a clear response, with evidence and support.

## 1 Before the meeting

Request the allegations, possible outcomes, evidence and relevant procedure. Ask for reasonable preparation time. Read the invitation carefully: an investigation meeting and a disciplinary hearing are different stages.

## 2 Prepare your response

Make a short timeline. Address each allegation separately, identify disputed facts and gather relevant documents or witnesses. Explain any mitigation. Ask for adjustments if disability or health affects participation. Keep copies you are lawfully entitled to retain; do not take confidential employer or customer files indiscriminately.

## 3 At and after the hearing

For qualifying disciplinary hearings, you can normally choose a fellow worker or trade union representative/official as companion. Ask for breaks and clarification where needed. Request the written decision and appeal deadline; appeal specific factual or procedural errors promptly.

**Remember**
A lay adviser is not automatically entitled to attend every workplace meeting. Check the statutory right, policy and any agreed adjustment.

**Protect your deadline.** Internal procedures and Centre enquiries do not pause tribunal time limits. Rules depend on the event date and claim. Check current Acas guidance promptly; some urgent claims have much shorter limits.

Acas: disciplinary procedure

Acas: disciplinary hearings

Acas: current tribunal time limits