



Fire Officers' Association



Core principles of reasonable behaviour

- Discipline procedures should be used primarily to help and encourage employees to improve rather than just as a way of imposing a punishment
- Employees should be informed of the complaint against them, and provided with an opportunity to state their case before decisions are reached
- Employees should be allowed to be accompanied at disciplinary meetings
- It should be ensured that disciplinary action is not taken until the facts of the case have been established and that the disciplinary action is reasonable in the circumstances
- Employees should never be dismissed for a first disciplinary offence, unless it is a case of gross misconduct
- Employees should be given written explanation for any disciplinary action taken and it should be ensured that they know what improvement is expected
- The employee should be given an opportunity to appeal
- The employer should deal with issues as thoroughly and promptly as possible
- The employer should act consistently