



## **Discipline Hearing Process**

### Preamble

Part 26 of the Discipline Policy allows a Respondent to challenge a Sanction imposed on them by the Dispute Body following an investigation. In doing so, they must make a request in writing to the Dispute Body for a Hearing.

The general rules pertaining to the conduct of the Hearing are below.

### Hearing General Rules

1. The Hearing will be a closed-door hearing with only relevant parties participating.
2. The Adjudicator will read the Complaint and clearly state the breach of the Code of Conduct.
3. The Dispute Body will be given an opportunity to comment on or to add any qualifications to the complaint.
4. The Respondent will be allowed to ask relevant questions to the Dispute Body and to make submissions and/or statements on their own behalf.
5. The Adjudicator may question the Dispute Body or the Respondent, and any witnesses invited to participate be either the Dispute Body or the Respondent.
6. The Dispute Body and the Respondent will be invited to make summary statements before the conclusion of the Hearing.
7. The Adjudicator will consider the evidence presented and decide the case within the timeframe set out in part 34 of the Discipline Policy.

At least 48 hours prior to the Hearing, the Dispute Body will put in writing to the Complainant:

- a. The alleged misconduct or performance issue
- b. Any evidence from the investigation
- c. Any other information they plan to talk about
- d. The date, time, and location of the hearing
- e. Information on the employee's right to be accompanied to the Hearing
- f. The possible outcomes

Note: The Hearing will be recorded by a recording secretary (or similar).

Created: September 4, 2023

Revised: