

Discipline and grievance

INTRODUCTION :

Difficulties may arise at various points in the employment relationship; and Disciplinary and grievance procedures provide clear structures for dealing with difficulties which may arise as part of the working relationship, from either the employer's or employee's perspective. These procedures are needed to ensure every individual is treated equally in similar circumstances and to deal with issues fairly and reasonably. They also ensure that employers comply with current law and follow the Acas Code of Practice: Disciplinary and Grievance Procedures. Most employers have their own procedures which comply with the Acas Code.

- Complete these mini-dialogues with words or expressions from the box.

aggrieved ● alienation ● allegation ● appeal ● disciplinary action ● disciplinary board ● dock ● down tools ● grievance ● grievance procedure ● hostile work environment ● instant dismissal ● insubordination ● job dissatisfaction ● letter of dismissal ● sackable offence ● sexual discrimination ● suspend ● ultimatum ● unfair dismissal ● verbal warning ● walk-out

1. A. Sorry I'm late again, Mrs Johnson.
B. So am I Robert. If you do it again, I'm afraid we'll have to _____ your wages.
2. A. not at all happy with the way the management treat us.
B. If you have a _____, you should talk to the shop steward.
3. A. There have been complaints of bullying and intimidation on the shop floor.
B. So I've heard. The workers are all complaining that this is a very _____.
4. A. That's the third time this week that he's been caught smoking in the office.
B. Well, we should give him an _____; if he does it again, he's out.
5. A. You know you shouldn't use the computers for sending personal emails. I've already given you two _____. The next time, you'll get one in writing.
B. I'm sorry, it won't happen again.
6. A. What are your views on racial harassment in the workplace?
B. In my view, it is a _____; anybody who is found guilty of this should be dismissed immediately.
7. A. What's that you've got, Rob?

B. It's a _____. Apparently the management are very unhappy about my poor timekeeping and have told me to leave.

8. A. I don't believe I've been dismissed for taking too many coffee breaks!

B. If you think the decision is too harsh, you can _____ and claim _____.

9. A. What happened when you told the foreman he was stupid and incompetent?

B. I was given a financial penalty for _____.

10. A. The manager said he would only promote me if I paid him some money.

B. That's a very serious _____. Do you have any proof?

11. A. How do our factory staff feel about the increased working hours and reduced salaries?

B. Well, naturally, they're very _____. They're threatening to _____ and stage a _____.

12. A. It's not fair. I've got better qualifications and more experience than Brian, but he was awarded the promotion. Just because I'm a woman!

B. That's terrible. It's always happening here. You should complain about the _____ in this company.

13. A. I'm not the one who's been damaging the machinery. It must be someone else.

B. I know, Alice. But until we find the person who's been doing it, I'm afraid we have to _____ you for a few weeks.

14. A. What's the _____ in this company?

B. If you are unhappy with any aspect of your job, talk first of all to your first-line supervisor. He should go to the main supervisor who will take it up with the HR Manager or Department Manager.

15. A. Are you happy here in this company?

B. Not really. I have a lot of _____. The work is boring, the money is poor and nobody seems to appreciate what I do.

16. A. What happens here if somebody breaks the rules?

B. If it's serious, they have to appear before a _____ of three senior members of staff, and they decide what _____ to take.

17. A. The work here is boring, the money is terrible, we never seem to see any results and the management never talk to us or ask us for our opinion.

B. I agree. There's a very strong feeling of _____ here.

18. A. I heard one of our shop assistants being very rude to a customer this morning.

B. Rudeness is grounds for _____: he'll have to leave immediately.