**Appendix 4 – Dismissal checklist**

This checklist highlights the key points which should be considered before sanctioning an employee dismissal

* Has the Trust’s Disciplinary policy and procedure been applied and followed fairly and consistently?
* Have all the facts been recorded and documented accurately? Was the investigation process fair and reasonable?
* Based on the evidence is there a genuine belief that misconduct has occurred?
* What performance record does the employee have?
* Did the employee fully understand the job requirements and behaviour standards?
* Has the employee received a warning of possible dismissal if conduct standards are not improved?
* Has the employee been allowed a reasonable period of time to correct their performance/behaviour to meet set standards?
* Has the employee had an opportunity to present their point of view?
* Are there any mitigating factors that may excuse or explain the employees misconduct
* Has consideration been given to redeploying or downgrading the employee?
* Is the dismissal decision based on fact? Not emotion or inference.
* Would dismissal be consistent with past practice? Is it a reasonable response in the circumstances?
* Would the Trust be able to justify dismissal if the employee claimed discrimination and/or unfair dismissal?
* Consider whether dismissal is appropriate under all of the circumstances