

EXAMPLE ISSUES

Not an exhaustive list

- Absenteeism - adhoc, short-term
- Absenteeism - long-term, ill health
- Behaviour
- Failure to meet work standards
- Breaking the rules
- Falsifying documents
- Timekeeping
- Violence
- Break down in relationships / breach of trust & confidence issue

Where an individual is aggrieved or has a complaint

CONSIDER THE ISSUE

CAPABILITY

Is the individual willing but unable to do the job?

CONDUCT

Is the issue relating to the conduct of the individual?

EXAMPLE INDICATORS

- Can't
- Skill gap
- Willing to learn
- Lacks confidence
- Trying hard

- Health issue
- Loss of control over work

- Won't
- Unhelpful attitude/wilful
- Minimum effort

- Being treated less favourably
- Interpersonal relationship issues

PROCEDURE

Capability

Sickness

Disciplinary

Grievance