



What to Do If You Are Called to a Disciplinary Meeting

Understand the allegation, prepare your response and arrange appropriate support.

For care workers in England, Scotland and Wales. Northern Ireland has separate employment rules: contact the Labour Relations Agency. General information, not individual legal advice. Rights depend on employment status, contract and circumstances. No assessment or certificate.

What to do now

Read the invitation and identify whether this is an investigation meeting or a disciplinary hearing. Ask for the relevant policy. A hearing is your opportunity to answer the case, not a reason to assume the outcome is already decided. Put the meeting date in your diary and contact your union early if you belong to one.

What to ask

Ask for the allegations, evidence, possible outcomes and reasonable preparation time. At a disciplinary hearing, workers can request an eligible colleague or trade union companion. Explain any accessibility needs. If your companion cannot attend, raise this promptly and seek advice about rearranging rather than simply not attending.

What to record

Prepare a short chronology and a response to each allegation. Separate facts you remember from information you need checked. Identify relevant witnesses without coaching them. Take your own notes and ask how to correct inaccuracies in the meeting record. Request the decision, reasons and appeal arrangements in writing.

What to avoid

Do not delete messages, alter records or contact residents to gather support. Do not sign a statement you believe is inaccurate without explaining the correction needed. Avoid sending an angry resignation. If unwell or unable to attend, tell the employer and discuss alternatives rather than ignoring the invitation.

Words you can adapt

Thank you for the invitation. Please provide the allegations, evidence and relevant procedure so I can prepare. I wish to be accompanied by [name and role]. I also request [adjustment, if needed]. Please confirm the possible outcomes and how I can submit my response.

Where to get help

Use the Acas hearing guidance and ask your union or an employment adviser about your circumstances. A disciplinary appeal and any legal claim have different processes and deadlines; check both. For police questioning or professional-regulator action, obtain advice appropriate to that separate process.

Your next steps

- Confirm the type of meeting.
- Read the evidence.
- Arrange a companion or adjustments.
- Keep the outcome and appeal date.

Sources and further help

Acas: [Disciplinary hearings](#)

Acas: [Employment tribunal time limits](#)

Northern Ireland: [Labour Relations Agency](#)

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