**CHECKLIST: HOW TO ENSURE A PROCEDURALLY FAIR**

**DISMISSAL**

A dismissal will be procedurally fair if you do the following:

❏ Clearly warn the employee (either verbally or in writing) that they are not doing their job properly and will have to either improve their performance or face possible dismissal. (The number of warnings you give an employee before you dismiss them depends on what is reasonable in terms of giving the employee the opportunity to rectify the performance issue.)

❏ Give the employee the opportunity to develop the skills required to perform their job satisfactorily, e.g. offer them training and provide them with a reasonable amount of time to improve.

❏ If the employee still fails to improve, explain that you are contemplating dismissal and give them a final opportunity to respond.

❏ Allow the employee to bring a support person to any discussions concerning their potential dismissal. (However, the employee is not entitled to an advocate, i.e. someone to speak in their defence).

❏ Ensure that you, and any other decision-maker, are unbiased.