### Activity C: Ground rules for casework

In your groups decide how you would respond to the following situations. Use the Acas guidance overleaf to explain the reasons for your answers.

A member has received a written warning as a decision from a disciplinary hearing about their attendance that states that if the offence is repeated in the next 12 months they will receive a final written warning. Is this reasonable?

A member has been disciplined for violent behaviour and the management refuses to accept any mitigating or explanatory circumstances. Can they do this and still be fair?

The management team refuses to disclose the full evidence against a member because it has been given confidentially and they don’t want to betray a promise.

A manager refuses permission for a member with a grievance to appeal to the next level of management, as it would undermine their authority in the department. Is this allowed?