**How to undertake a suspension**

In some potential disciplinary situations it may be necessary to suspend the member of staff whilst an investigation is carried out. Suspensions are precautionary and do not imply guilt. Suspensions may take place when the issue is a potential gross misconduct offence or where there is a risk either to the process or others if the member of staff remains in work.

Before a suspension can be approved, consider whether the circumstances justify suspension. **HR must be consulted before any suspension takes place.** All normal pay and benefits will continue during suspension.

Where a manager needs to suspend a member of staff they should:

* Discuss the circumstances with HR and gain relevant approvals where necessary. HR will be able to confirm what approvals are necessary.
* Meet the member of staff in a confidential room to maintain privacy.
* Take a second manager to the meeting. HR attend where available / practical.
* Advise the employee that they are suspended and why.
* Tell them what will happen next – normally that they will be invited to an investigation meeting with an independent manager who will be investigating the issue.
* Confirm that suspension is precautionary and there will be no impact on pay or benefits.
* Make a brief note of the what took place.
* Notify HR who will send a formal letter.
* Ensure confidentiality in relation to the suspension. In the event that colleagues need to be aware of the member of staff’s absence from work, the reason should not be shared.

Managers should not engage in a discussion about the alleged issue, or ask the member of staff to respond to them. This will be covered during the investigation.