JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Workplace Rights and Fair Discipline Training Course

27 June – 1 July 2027
Manama

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Workplace Rights and Fair Discipline Training Course

Ref: 955_36180 **Date:** 27 June – 1 July 2027 **Location:** Manama **Fees:** 4900 GBP

Workplace Rights and Fair Discipline is a 1-week training course for line managers, HR officers and administrators who leave with a Fair Discipline Case File ready for use with their own staff. Hybrid rotas, mobile workforces and quicker escalation of staff complaints mean that a single mishandled warning can turn into a costly dispute. Jupiter Prime Training treats Workplace Rights and Fair Discipline as a foundation skill for every first-line supervisor.

Why Workplace Rights and Fair Discipline Matter Now

Line managers now make most of the daily decisions that shape an employee's rights: approving overtime, granting leave, issuing warnings. Employees expect transparent reasons. Labour tribunals and dispute committees test whether a manager followed a fair procedure, not only whether misconduct occurred. An organisation whose supervisors act consistently keeps trust and defends decisions with evidence; one that improvises faces reinstatement claims, back-pay awards and damaged morale. The course rests on the principles of natural justice, the progressive discipline model and the employment contract as the source of mutual obligations.

Who Gains Most from Workplace Rights and Fair Discipline

- Supervisors who approve shifts, overtime and leave requests for frontline staff
- First-line managers who hold return-to-work, conduct and performance conversations
- HR officers who advise managers on warnings, investigations and hearings
- Administrators who maintain attendance, payroll inputs and personnel files
- Team leaders who receive and resolve informal staff grievances

Retail chains, hospitals and logistics operators with many sites gain most when several supervisors attend alongside the HR officer who supports them.

Workplace Rights and Fair Discipline Capabilities

Participants practise turning a staff problem into a decision that respects the contract, follows a fair hearing and leaves an evidence trail.

- Apply the terms of an employment contract to hours, pay and leave requests — frontline staff and payroll
- Assess whether a conduct issue calls for coaching, a warning or a formal hearing — proportionate responses
- Design a fair investigation with witness notes and evidence logs — the hearing decision-maker
- Communicate outcomes and appeal rights clearly in writing — the employee and their representative
- Weigh termination options against notice and end-of-service entitlements — legal exposure for the employer

- Build personnel records that support decisions at a dispute hearing — HR and legal advisers

Key Workplace Rights and Fair Discipline Terms

- Employment contract — the written or implied agreement setting duties, pay, hours and benefits between an employer and a worker.
- Natural justice — the right to know the allegation, respond before an unbiased decision-maker and appeal the result.
- Progressive discipline — graduated warnings leading to dismissal, matched to repeated or serious misconduct.
- Gross misconduct — conduct so serious that it may justify dismissal without prior warnings, such as theft or violence.
- Grievance — a formal complaint raised by an employee about treatment, conditions or a manager's decision.
- End-of-service entitlement — payments owed on leaving, such as gratuity, accrued leave and notice pay.

Workplace Rights and Fair Discipline Day by Day

Day 1: The Employment Relationship and Its Obligations

- Contract Formation Checklist — Offer Letters, Probation and Implied Terms
- Wages and Deductions Rules — Approving Overtime and Lawful Pay Adjustments
- Working Hours and Rest Periods — Scheduling Shifts Without Breaching Limits
- Leave Entitlement Matrix — Annual, Sick, Maternity and Compassionate Requests
- Employee Handbook Mapping — Linking Policies to Contract Clauses

Day 2: Conduct, Performance and Early Intervention

- Conduct Versus Capability Test — Choosing Coaching or Disciplinary Routes
- Informal Conversation Script — Resolving Lateness and Absence Early
- Performance Improvement Plan — Setting Measurable Targets and Review Points
- Attendance Trigger Points — Managing Repeated Short-Term Absence Fairly
- Equal Treatment Screening — Avoiding Discrimination in Supervisory Decisions

Day 3: Investigation and the Disciplinary Hearing

- Natural Justice Principles — Notice, Response and Unbiased Decision-Makers
- Investigation Interview Technique — Gathering Witness Statements and Evidence
- Suspension Decision Guide — Protecting Evidence Without Prejudging Outcomes
- Hearing Invitation and Conduct — Representation, Minutes and Adjournments
- Progressive Sanction Ladder — Matching Warnings to the Seriousness of Misconduct

Day 4: Grievances, Termination and Disputes

- Grievance Handling Procedure — Hearing Complaints Against Managers Impartially
- Appeal Panel Design — Reviewing Sanctions With Fresh Decision-Makers
- Termination Routes Comparison — Resignation, Dismissal, Redundancy and Contract Expiry
- End-of-Service Calculation — Notice, Gratuity and Accrued Leave Settlement
- Workplace Dispute Escalation Path — Mediation, Conciliation and Labour Claims

Day 5: Practising the Fair Discipline Case File

- Personnel Record Standards — Retention, Confidentiality and Access Requests
- Misconduct Case Simulation — Running an Investigation From Allegation to Outcome
- Outcome Letter Drafting — Recording Reasons, Sanction and Appeal Rights
- Dismissal Risk Review — Testing a Termination Against Procedure and Contract
- Fair Discipline Case File — Assembling Templates for the Home Organisation

Applying Workplace Rights and Fair Discipline After the Course

- Review open warnings in the department against the progressive sanction ladder and close any that lack a recorded hearing.
- Brief fellow supervisors on the investigation interview technique and agree one shared witness statement template.

Workplace Rights and Fair Discipline Questions FAQ

What is Workplace Rights and Fair Discipline, and why does it matter now?

It is the practice of applying employment contracts, leave and pay rules and fair disciplinary procedure in daily supervision. It matters now because employees challenge decisions more readily and dispute bodies examine whether the manager followed a fair process.

Which roles gain most from Workplace Rights and Fair Discipline?

Line managers and supervisors gain most, together with the HR officers and administrators who support them. They make the first decisions on hours, leave, warnings and grievances, so their handling sets the organisation's exposure.

How does Workplace Rights and Fair Discipline differ from an advanced employment law course for HR specialists?

It stays at foundation level and follows the line manager's decisions rather than legal doctrine or policy drafting. You practise conversations, investigations and hearings instead of litigation strategy or contract negotiation.

What do you bring back from Workplace Rights and Fair Discipline?

You bring back a set of ready templates for investigations, hearing invitations, outcome letters and record keeping. They let you handle the next conduct issue consistently.

Workplace Rights and Fair Discipline: The Way Forward

The Fair Discipline Case File first guides the next decision on whether a conduct concern needs a warning or a conversation. Supervisors use it with their HR officer, and administrators keep its records current. After its first use, revisit whether employees felt heard before the outcome, because perceived fairness often decides whether a dispute follows.