

Role of the Support Person in the Disciplinary/ Investigation Process

1. Confirm a disciplinary meeting/investigation interview with an employee.
2. Advise the employee that they have the right to bring a Support Person to the meeting if they require one. If they elect to do so, they are to inform who it is prior to the meeting (**Tip:** it is best practice to encourage this if it is a termination of employment meeting).

Who can be a support person?

- a union representative/delegate
- a family member or friend
- another employee
- a lawyer

3. Reschedule the meeting if the employee cannot provide a Support Person on the particular day the meeting is scheduled.
4. During the scheduled meeting, if a Support Person is in attendance, explain the role of the Support Person.

They can:

- provide emotional support to the employee
- take notes during the meeting
- assist in the discussion if the employee is from a non-English speaking background

They cannot:

- advocate on behalf of the employee
- voice their own opinions
- answer questions on behalf of the employee
- provide explanations for the employee
- make submissions for the employee

If the Support person is too “interventionist”, employers may consider suspending the meeting.