

Step 6 After the disciplinary

After a disciplinary procedure has finished, employers might want to talk about it to individual staff.

Talking to staff

The disciplinary outcome and details must remain confidential. However, where appropriate, the employer should talk privately with any staff directly involved with the disciplinary procedure.

Usually this would be to let them know that the process is finished and to remind them not to talk about it with colleagues.

Employers could also tell them about any changes that will be introduced as a result of the process. For example, updating a policy or providing training on a particular topic.

This could help improve working relationships and stop rumours spreading.

Keeping a record

Employers should keep a written record of all disciplinary cases. This includes cases where no action is needed. This is to help with any questions or similar cases in future.

In line with data protection law, records must:

- be confidential
- only be kept for as long as necessary

You can:

- [use our disciplinary record template](#)
- [find out more about data protection and employment records from the Information Commissioner's Office \(ICO\)](#)

References after disciplinary action

By law, an employer does not have to provide a reference.

When an employer gives a reference, it must be:

- fair
- accurate
- consistent with others

This means they might have to give information about disciplinary actions or investigations.

[Find out more about references](#)

Get more advice and support

If you have any questions about disciplinary procedures, you can [contact the Acas helpline](#).

Acas also provides:

- [training on discipline and grievance](#)
- [free webinars](#) – including on disciplinary procedures
- [tailored support for employers](#)
- [free e-learning on discipline and grievance](#)