APPENDIX VIII

KNOWLEDGE ASSESSMENT QUESTIONNAIRE - simple type

The purpose of the questionnaire is to get feedback on how successful the course has been. Individual results will be regarded as confidential. Please answer the following questions. Do not dwell too long over your answers but rely on your initial reaction. Fill in the box for the answer you have selected- T for a true statement, F for false and DK for don't know. Please do not guess; if you do not know the answer, fill in the box "don't know".

1. The sole purpose of discipline is punishment. T F DK

2. After hearing all the evidence you should always adjourn a disciplinary hearing to consider your decision. T F DK

3. Circumstances should always be taken into account when deciding on a case of discipline T F DK

4. It can be fair for people to be given different punishments even though they have committed the same 'crime' T F DK

5. The disciplinary process should be used to teach employees the 'rule'. T F DK

6. Under the disciplinary procedure an employee is entitled to have union representation when a witness statement is being taken down. T F DK

7. Gross misconduct is generally seen as misconduct serious enough to destroy the contract and make any further working relationship and trust impossible. T F DK
8. The rules of natural justice provide that a person subject to the disciplinary process may call witness in their defence.

9. The circumstance of the case against a shop steward should be discussed with a full-time official before any disciplinary action is taken.

10. An appeal should be made within five working days of receipt of notice of the punishment.

11. Breaches of disciplinary rules should be disregarded after a specified period of time.

12. An employee can appeal against an informal oral caution.

13. An employee may be dismissed for 'first offence'.

14. A final written caution will warn that dismissal will result if there is no satisfactory improvement.

15. An employee has to have been employed by the Company for two years before s/he can bring a claim for race or sex discrimination.

16. A written warning will always set out the right of appeal.

17. An industrial tribunal will take into account the details of a case and the way it has been handled.
18. Except in cases of race or sex discrimination, an employee has to have been employed by the company for two years before s/he can bring a claim for unfair dismissal.

19. Shop stewards are subject to the same disciplinary standards as any other employee.

20. Sexual and racial harassment will always be considered by the company for disciplinary action.
The sample questionnaire in Appendix VIII as above as well as the questionnaires in Appendices IX and X which follow are all based on a training programme on how to handle disciplinary situations in a particular organisation. The two questionnaires on Appendices VIII and IX deal with the simple concepts of the knowledge of relevant employment law and organisational procedures. The questionnaire on Appendix X attempts to assess participants knowledge and understanding of the procedures and how they would handle particular situations.