

Checklist to determine whether disciplinary/ grievance procedures are fair when holding meetings virtually

	Yes	No	Comments
Has everyone involved had a chance to input into the decision to hold the meeting or hearing virtually?			
Does everyone involved have access to the technology required to join a virtual meeting or hearing? This includes considerations such as a stable internet connection, web camera and microphone?			
Does everyone involved feel comfortable with, or has been given the opportunity to ask questions or request help with the technology?			
Does anyone involved have a disability that may affect their use of video technology? If yes has a discussion taken place about any reasonable adjustments necessary and how these could be provided?			
Will all documents, evidence and statements relevant to the meeting/ hearing available and accessible to everyone who needs to see them?			
Has an agreement been shared with all parties about how confidentiality will be assured during the virtual meeting?			
Will a minute taker be present on the video call or will the meeting be recorded and transcribed? Does this fall within the confidentiality assurance set out in the agreement above?			
Is there an agreed procedure for adjournment during a virtual meeting? How will this happen?			
What measures will the chair or Investigator take to ensure there is adequate opportunity for all required to access and question the evidence given?			