[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employee Disciplinary Record

A printable form for one disciplinary matter, from incident to outcome.

Employee details

Field	Entry
Record reference	**[Record reference]**
Employee	**[Employee name]**
Employee ID	**[Employee ID]**
Role	**[Role]**
Department	**[Department]**
Line manager	**[Line manager name]**
Date of incident	**[Date of incident]**

Incident

[Description of the incident, including what happened, when, and where].

Evidence

Evidence	Provided by	Date
[Evidence item 1]	**[Provided by]**	**[DD Month YYYY]**
[Evidence item 2]	**[Provided by]**	**[DD Month YYYY]**
[Evidence item 3]	**[Provided by]**	**[DD Month YYYY]**

Hearing

Field	Entry
Hearing date	**[Hearing date]**
Hearing held by	**[Hearing chair name]**
Employee representative	**[Representative name, if any]**
Employee statement	**[Summary of the employee response]**

[Company name]

Outcome

Field	Entry
Outcome	**[Outcome]**
Sanction	**[Sanction]**
Effective from	**[Effective date]**
Review date	**[Review date]**

Follow-up

Action	Owner	Due date	Done
[Follow-up action 1]	**[Owner]**	**[DD Month YYYY]**	☐
[Follow-up action 2]	**[Owner]**	**[DD Month YYYY]**	☐
[Follow-up action 3]	**[Owner]**	**[DD Month YYYY]**	☐

Employee comments

[Employee comments]

Status and signatures

Field	Entry
Status	**[Status]**

Role	Name	Signature	Date
Employee	**[Employee name]**		**[DD Month YYYY]**
Line manager	**[Line manager name]**		**[DD Month YYYY]**
Human Resources	**[HR contact name]**		**[DD Month YYYY]**

Keep a copy of this form with the employee record. Record each new incident on a separate form, and keep the running log in the matching spreadsheet.

Document control

Field	Entry
Document	Employee Disciplinary Record
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0

[Company name]

Field	Entry
Date	**[DD Month YYYY]**