**[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]** |

**[Company name]**

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

## 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]** |

**[Company name]**

| Role | Name | Signature | Date |
|---|---|---|---|
| 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 |
| Date | **[DD Month YYYY]** |