[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. 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

Record reference: _____ **Employee:** _____

Employee ID: _____ **Role:** _____

Department: _____ **Line manager:** _____

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

Hearing date: _____ **Hearing held by:** _____

Employee representative: _____ **Employee statement:** _____

Outcome

Outcome: _____ **Sanction:** _____

Effective from: _____ **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

Status: _____ **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.**

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]**

Document control

Document: Employee Disciplinary Record Prepared by: _____

Owner: _____ **Version: 1.0**

Date: _____