
Disciplinary Hearing Meeting Minutes

Meeting Details

- **Date:** [Insert Date]
- **Time:** [Insert Start and End Time]
- **Location:** [Insert Location]
- **Chairperson:** [Name and Position]
- **Note Taker:** [Name and Position]

Attendees

- **Employee Under Review:** [Name and Position]
- **HR Representative:** [Name and Position]
- **Manager/Supervisor:** [Name and Position]
- **Witnesses (if applicable):** [Names and Positions]
- **Union Representative (if applicable):** [Name]

Agenda

1. Purpose of Hearing
 - [Description of the allegations or issue being reviewed]
2. Review of Evidence
 - [Evidence presented and discussed]
3. Employee's Defense
 - [Summary of the employee's response or defense]
4. Hearing Panel Questions
 - [Questions raised by the panel to clarify points]

5. Outcome and Decision

- [Final decision and next steps]

Outcome Summary

- [Final conclusion, actions to be taken, or further steps needed]

Signatures

- Chairperson: _____ Date: _____
- Employee: _____ Date: _____