### horizontal line**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: \_\_\_\_\_\_\_\_\_\_