### horizontal line**Disciplinary Policy 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**

* **Policy Review Committee Members:** [List of attendees and their roles]
* **HR Representative:** [Name and Position]
* **Employee Representative(s):** [Name(s) and Position(s)]

#### **Agenda**

1. Policy Under Review
   * [Specific disciplinary policy being discussed]
2. Issues Identified
   * [Key issues or concerns with the current policy]
3. Proposed Changes
   * [Recommendations for updates or revisions]
4. Implementation Plan
   * [Steps for rolling out policy changes]

#### **Outcome Summary**

* [Summary of decisions and assigned responsibilities for policy changes]

#### **Signatures**

* **Chairperson:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* **Policy Reviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_