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# Staff Disciplinary Meeting Minutes

## Meeting Details

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

## Attendees

- **Employee(s):** [Name(s) and Position(s)]
- **HR Representative:** [Name and Position]
- **Manager/Supervisor:** [Name and Position]

## Agenda

1. Incident or Policy Breach Overview
  - [Summary of the specific conduct or performance issue]
2. Employee Feedback
  - [Summary of employee's explanation or reasoning]
3. Discussion of Policy or Expectations
  - [Clarifications provided by management or HR]
4. Corrective Actions
  - [Details of the agreed corrective measures or penalties]
5. Follow-Up Plan
  - [Timelines and responsibilities for monitoring improvement]

## Outcome Summary

- [Final decisions and next steps for the employee and team]

## Signatures

- **Facilitator:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_