
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: _____