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