
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:** _____