**Tool 8. Template to guide and record disciplinary meeting**

Date of meeting: / /

Time of meeting:

Name of service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of those in attendance:**

Name (Chair): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CoM role/ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CoM role/ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Support person name (if applicable) \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position and organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introductory comments (Chair)**

Introduce each attendee and their role

* If a support person is present, confirm that they are attending to provide support to the employee but are not to answer questions or speak on the employee’s behalf.
* Remind all attendees that all matters and information relating to this disciplinary process are confidential, including any related documentation or outcome.
* Explain that the purpose of the meeting is to seek an explanation of the issues raised, including all facts and evidence gathered during the investigation that has taken place (if applicable).
* Confirm that an outcome (i.e.warning) will not be provided during this meeting. You cannot advise what an outcome will be until all evidence and facts have been fully considered.
* Advise that the CoM/management will carefully consider the employee’s response and all matters discussed during this meeting and will provide an appropriate outcome as soon as practicable.

**Discussion of allegations and particulars**

**Allegation 1** (as per invitation letter)

*Type here*

**Employee’s response (avoid paraphrasing)**

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**Probing questions and employee’s response**

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**Allegation 2** (as per invitation letter)

*Type here*

**Employee’s response** (avoid paraphrasing)

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**Employee’s response (avoid paraphrasing)**

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**Probing questions and employee’s response**

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**[add or remove numbered allegations as specifically listed on the invitation letter].**

**Closing comments**

* Advise the employee that you do not have any further questions and ask if they would like to add anything.
* Reiterate that the CoM/management will need to consider all the evidence at hand, including the employee’s responses, and wukk provide an outcome as soon as practicable.
* Thank attendees for their time and reiterate their confidentiality obligations.

**Additional comments raised:**

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**Meeting closed at: (time).**

Employee acknowledgment: Signed: Date: / /

: Sign