

DISCIPLINARY PROCEDURE TEMPLATE

Company/Organization Name: _____

Employee Information:

Full Name: _____

Employee ID / Number: _____

Department / Position: _____

Disciplinary Hearing Details:

Date of Hearing: _____ Location: _____

Alleged Misconduct:

Describe in detail the alleged misconduct or violation of company policies or rules that is the basis for this disciplinary procedure. Include relevant facts, dates, times, witnesses, and any evidence supporting the allegations.

Investigation Summary:

Summarize the investigation conducted regarding the alleged misconduct, including any interviews, evidence reviewed, and findings.

Employee Response:

Document the employee's response to the allegations, including any explanations, denials, admissions, or mitigating circumstances provided during the hearing or investigation.

Findings and Decision:

State the findings of the disciplinary committee or responsible authority based on the evidence and the employee's response. Include the decision regarding whether the misconduct is substantiated.

Disciplinary Action:

Specify the disciplinary action to be taken, if any, including warnings, suspension, demotion, termination, or other corrective measures. Include any conditions, timelines, or follow-up actions.

Right to Appeal:

Inform the employee of their right to appeal the decision within a specified timeframe and describe the appeal process.

Confidentiality:

All parties involved shall keep the details of this procedure confidential, disclosing information only to those with a

legitimate need to know, consistent with applicable laws and company policies.

Acknowledgment of Receipt:

The employee acknowledges receipt of this document and understands the contents and implications of this disciplinary procedure.

EMPLOYEE SIGNATURE

MANAGER/SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

Note: This disciplinary procedure template is provided for general guidance and should be adapted to comply with applicable federal, s

Original source of this document:

<https://docs-worklife.com/disciplinary-procedure-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-worklife.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.