

Employee:

Position:

Date:

Time:

Venue:

Parties:

<name of person being invited to the disciplinary meeting>, thank you for attending this meeting

We will be taking notes during this meeting so we have a record of our discussions. You are welcome to take your own notes as well.

The purpose of this meeting is to put to you allegations of <serious misconduct/misconduct> in relation to

You have a right to be represented at this meeting.

I notice that <name of support person/representative> is here with you – will <name of support person/representative> be your support person/representative? Yes/No

OR

I notice that you do not have a support person/representative, are you happy to continue without one? Yes/No

I am obliged to advise you that these allegations are of a serious nature and if substantiated may place your employment with <company name> in jeopardy, and may lead to <input possible outcome – as per your invitation letter>, however, no decision has been made or will be made until you've had an opportunity to respond to the allegation and we've had an opportunity to consider your explanation along with all the facts.

The specific details of the allegations we had put to you are as follows:

It is alleged that on X date,

This is an alleged breach of <name of policy, clause in agreement – take this from your letter>

Before the meeting today, I have given you XX (state the evidence you have provided ie: witness statement, CCTV footage etc)

Questions

1)

2)

3)

Conclude the meeting

Thank you for your time here today. We appreciate your comments to the allegations that were put forward to you. As advised to you in your invitation to the meeting and at the beginning of this meeting – this is a serious matter and if substantiated may place your employment with <company name> in jeopardy, and may lead to <input possible outcome – as per your invitation letter>, however, no decision has been made or will be made until we've had an opportunity to consider your explanation along with all the facts.

We propose we conclude this meeting now for us to consider your response today. We will come back to you on <enter date> with an update or to arrange for another meeting. We understand that this may be a difficult time for you; however we would like to take the time necessary to consider everything.