**Disciplinary Hearing Record Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Date of Hearing:** |  |
| **Hearing Location:** |  | **Case Reference No:** |  |

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | John A. Smith | **Employee ID** | EMP-0235 |
| **Job Title** | Sales Executive | **Department** | Sales & Marketing |
| **Supervisor** | Maria Lopez | **Date of Incident** | September 15, 2025 |

**2. Nature of Alleged Violation**

|  |  |
| --- | --- |
| **Type of Violation** | **Description** |
| Attendance | Unauthorized absence from work for three consecutive days without notice. |
| Other (if applicable) |  |

**3. Hearing Panel Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Role** |
| Robert Taylor | HR Manager | Chairperson |
| Angela White | Team Leader | Panel Member |

**4. Hearing Details**

|  |  |
| --- | --- |
| **Item** | **Description** |
| Date & Time | September 22, 2025 – 10:00 AM |
| Duration | 1 hour 15 minutes |
| Attendees | Employee, Panel Members, HR Representative |
| Employee’s Statement | “I was unable to inform the office due to a family emergency.” |
| Witness Statements | None presented. |
| Evidence Presented | Attendance log, email records. |

**5. Findings and Discussion Summary**

|  |  |
| --- | --- |
| **Discussion Point** | **Summary** |
| Rule/Policy Violated | Attendance and Notification Policy, Section 3.2 |
| Employee’s Response | Acknowledged absence but stated it was unintentional. |
| Panel’s Observation | Lack of timely communication; no supporting documents provided. |

**6. Decision / Outcome**

|  |  |
| --- | --- |
| **Item** | **Decision** |
| Hearing Outcome | Violation confirmed |
| Disciplinary Action | Written warning issued |
| Effective Date | September 25, 2025 |
| Review Date (if applicable) | December 25, 2025 |

**7. Acknowledgment and Signatures**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  | Employee |  |  |
|  | Chairperson |  |  |
|  | HR Representative |  |  |
|  | Witness (if any) |  |  |

**8. Remarks (Optional)**

|  |
| --- |
|  |