**Employee Incident Report Form**

**Section 1: Basic Information**

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| --- | --- | --- | --- |
| **Date of Report** | October 10, 2025 | **Employee Name** | John Smith |
| **Employee ID** | EMP-045 | **Department** | Sales |
| **Job Title** | Sales Executive | **Supervisor/Manager** | Laura Johnson |

**Section 2: Incident Details**

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| --- | --- | --- | --- |
| **Date of Incident** | October 9, 2025 | **Time of Incident** | 2:15 PM |
| **Location** | Main Office – Meeting Room B | **Type of Incident** | Misconduct / Policy Violation / Safety Breach / Accident *(select one)* |
| **Persons Involved** | John Smith, Emily Carter | **Witnesses (if any)** | Michael Brown |
| **Description of Incident** | During a team meeting, the employee raised his voice and used inappropriate language towards a colleague, violating company conduct policy. | | |

**Section 3: Immediate Action Taken**

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| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Action Taken by Supervisor** | Employee was verbally warned and asked to leave the meeting room to de-escalate the situation. |
| **Medical Assistance Required?** | No |
| **Security or HR Notified?** | Yes – HR Department informed at 3:00 PM |

**Section 4: Follow-Up and Recommendations**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| **Further Investigation Needed?** | Yes |
| **Recommended Corrective Action** | Formal written warning and mandatory conduct training session. |
| **Supervisor’s Comments** | Employee has shown frustration in previous meetings. Recommend counseling session. |
| **Employee’s Comments (if applicable)** | Employee apologized for the outburst and agreed to attend the conduct training. |

**Section 5: Authorization and Signatures**

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| --- | --- |
| **Field** | **Signature / Date** |
| **Prepared By (Name & Signature)** | Laura Johnson – 10/10/2025 |
| **Reviewed By (HR Representative)** | Daniel Lee – 10/11/2025 |
| **Employee Acknowledgment** | John Smith – 10/11/2025 |

**Notes:**

* Keep a digital and printed copy for HR records.
* Maintain confidentiality in compliance with data protection and company policy.
* Follow-up actions should be completed within 7 business days.