**Employee Misconduct Report Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Department:** |  | **Date:** |  |
| **Report Prepared By:** |  | **Position/Title:** |  |

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Job Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor Name:** | Sarah Williams |  |  |

**2. Incident Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident** | 10 October 2025 | **Time of Incident** | 2:30 PM |
| **Location** | Office Meeting Room 3B | **Type of Misconduct** | Insubordination / Unprofessional Behavior |

**3. Description of Incident**

*Provide a factual account of the event, including actions, words, and persons involved.*

**Example:**  
During the weekly sales meeting, the employee raised his voice and used inappropriate language toward the supervisor after receiving performance feedback. The behavior disrupted the meeting and violated company conduct policies.

**4. Witnesses (if any)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Contact Information** |
| Ahmed Malik | Sales Associate | ahmed.malik@company.com |
| Maria Lopez | HR Assistant | maria.lopez@company.com |

**5. Supporting Evidence**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Written statements | ☐ CCTV footage | ☐ Email or chat logs | ☐ Other (specify): |

**6. Policy/Rule Violated**

*Refer to company policy, code of conduct, or employee handbook section.*

**Example:**  
Section 4.2 – Workplace Conduct and Respect Policy  
Section 7.1 – Employee-Manager Interaction Guidelines

**7. Corrective/Disciplinary Action Recommended**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Verbal Warning | ☐ Written Warning | ☐ Suspension (Specify Duration): | ☐ Termination |
| ☐ Other |  |  |  |

**Action Recommended By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Employee Acknowledgment**

I acknowledge that I have read and understood this report and have been given an opportunity to provide my statement.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Follow-Up Section (For HR Use Only)**

| **Follow-Up Action** | **Responsible Person** | **Completion Date** | **Remarks** |
| --- | --- | --- | --- |
| Conducted disciplinary hearing | HR Dept. | 15 Oct 2025 | Completed |
| Issued written warning | HR Manager | 16 Oct 2025 | Employee acknowledged |