**Office Property Misuse Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | **Department:** |  |
| **Report Number:** |  | **Date of Report:** |  |

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Employee ID: |  | Job Title: |  |
| Supervisor: |  | Department: |  |

**2. Incident Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Incident: |  | Time of Incident: |  |
| Location: |  | Property Involved: |  |
| Description of Misuse: |  | | |
| Reported by: |  | | |
| Relationship to Incident | (☐ Witness ☐ Supervisor ☐ Security ☐ Other) | | |

**3. Witnesses (if any)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Information** | **Statement Provided (Yes/No)** |
|  |  | ☐ Yes ☐ No |
|  |  | ☐ Yes ☐ No |

**4. Supporting Evidence**

|  |  |  |
| --- | --- | --- |
| **Type of Evidence** | **Description / Reference** | **Attached (Yes/No)** |
| Photographs |  | ☐ Yes ☐ No |
| CCTV Footage |  | ☐ Yes ☐ No |
| Written Statements |  | ☐ Yes ☐ No |
| Other |  | ☐ Yes ☐ No |

**5. Initial Investigation Findings**

|  |  |
| --- | --- |
| **Field** | **Details** |
| Investigation Conducted By |  |
| Date of Review |  |
| Summary of Findings |  |
| Estimated Loss/Damage (if any) |  |
| Corrective or Disciplinary Action Recommended |  |

**6. Administrative Action Taken**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Type** | **Details** | **Date** | **Authorized By** |
| ☐ Verbal Warning |  |  |  |
| ☐ Written Warning |  |  |  |
| ☐ Suspension |  |  |  |
| ☐ Termination |  |  |  |
| ☐ Restitution Required |  |  |  |

**7. Acknowledgment**

**Employee Statement:**  
I acknowledge that I have reviewed this report and understand the findings and actions taken.  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor / HR Representative:**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Notes & Follow-up**

| **Date** | **Follow-up Action** | **Responsible Person** | **Remarks** |
| --- | --- | --- | --- |
|  |  |  |  |

**Sample Entry (for illustration)**

| **Field** | **Sample Data** |
| --- | --- |
| Property Involved | Company Laptop (Dell Latitude 5420) |
| Description of Misuse | Employee used company laptop for personal freelance work and external data transfer without authorization. |
| Estimated Loss/Damage | None (policy violation identified). |
| Action Taken | Written warning issued; laptop access restricted. |