**RECORD OF MISCONDUCT MEETING**

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| **Date and Time:** |  |
| **Present:** |  |
| **Employee Name** |  |
| **Name of Support Person:** |  |
| **Name of Manager:** |  |
| **Other:** |  |

**Reason for the Meeting:***[Read out the charges on the notice sent to the employee and ask the employee to plead on each charge, either guilty or not guilty]*

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**Summary of Employers Case:**

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**Employee response:**

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**Findings:***[Adjourn if necessary, to consider findings]*

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**Sanction:***[Consider mitigating circumstances]*

*WARNING-Give due regard to the following before imposing a sanction*

* *Seriousness of the offence*
* *Has the relationship of trust been compromised?*
* *Previous warnings*

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

I, [Employee Full Name] acknowledge that I have understood the matters discussed and the action required of me in the areas stipulated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support Person Signature