# DISCIPLINARY MEETING RECORD/FILE NOTE

The exact format of a formal disciplinary or counselling meeting will vary according to the particular circumstances so while there is not a hard and fast rule to apply to all situations requiring disciplinary action, the following can be used as guide. It is important to record all of the relevant information and refrain from including matters than do not form part of the disciplinary or counselling discussion.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**.

Disclaimer

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# DISCIPLINARY MEETING RECORD/FILE NOTE

Date:

Time:

Persons present:

Before commencing, confirm that the employee was provided with the opportunity to bring a support person.

* Outline the details of the performance/behavioural problem discussed with the employee

E.g. *I explained to Tom that the reason for this meeting was to discuss the on-going issue of him constantly arriving late for work.*

* Outline the specific incident/s that may have led to this problem (give examples)

E.g. *I recalled in the last week that Tom had arrived at work more than 15 minutes late on three occasions and that this was not acceptable, especially given he worked within a small team and the impact it then had on his colleagues.*

* Document the employee’s response to the issues raised (i.e. what they said, did they agree with or acknowledge the problem/issue?)

E.g. *Tom acknowledged that he had arrived to work late and commented it was mainly due to the trains not running on time.*

* What was agreed as the action to be taken to remedy the problem (i.e. specific outcomes or actions, responsibilities and timeframes (ensure the timeframe fits with the circumstances taking into account the issue, complexity of their job, length of service in the role, experience of the employee))
* Where applicable set date for further review (e.g.: poor performance, lateness etc.).

E.g. *I explained to Tom that whilst trains can periodically be late, it is his responsibility to ensure he consistently arrives at work on time and he consequently needs to make more of an effort to ensure he arrives on time. Tom agreed. I also advised Tom that if for any reason he is running late for work, he must phone me, as his supervisor, as soon as possible.*

*I advised Tom that I would monitor his arrival at work over the next four weeks and needed to see a sustained improvement. I reminded Tom that if his conduct in this regard did not improve, it could lead to disciplinary action, which may include a written warning or the termination of his employment.*

Remember to state that if performance/conduct does not improve this could lead to further disciplinary action which may include a written warning or the termination of their employment.

Meeting closed: (specify time)

E.g. Meeting closed at 2.15pm