Ashford Business Services Ltd

Employee Disciplinary Record

A printable form for one disciplinary matter, from incident to outcome.

Employee details

Field	Entry
Record reference	**JOB-1042**
Employee	**Sarah Mitchell**
Employee ID	**Employee ID**
Role	**Office Manager**
Department	**Operations**
Line manager	**James Patel**
Date of incident	**9 November 2026**

Incident

Description of the incident, including what happened, when, and where.

Evidence

Evidence	Provided by	Date
Evidence item 1	**Provided by**	**9 November 2026**
Evidence item 2	**Provided by**	**9 November 2026**
Evidence item 3	**Provided by**	**9 November 2026**

Hearing

Field	Entry
Hearing date	**9 November 2026**
Hearing held by	**Helen Morris**
Employee representative	**David Okafor**
Employee statement	**Summary of the employee response as agreed at**

Field	Entry
	the meeting.

Outcome

Field	Entry
Outcome	**Outcome as agreed at the meeting.**
Sanction	**Sanction**
Effective from	**9 November 2026**
Review date	**9 November 2027**

Follow-up

Action	Owner	Due date	Done
Follow-up action 1 as agreed at the meeting.	**Owner**	**9 November 2026**	☐
Follow-up action 2 as agreed at the meeting.	**Owner**	**9 November 2026**	☐
Follow-up action 3 as agreed at the meeting.	**Owner**	**9 November 2026**	☐

Employee comments

Employee comments as agreed at the meeting.

Status and signatures

Field	Entry
Status	**Status**

Role	Name	Signature	Date
Employee	**Sarah Mitchell**		**9 November 2026**
Line manager	**James Patel**		**9 November 2026**

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Role	Name	Signature	Date
Human Resources	**David Okafor**		**9 November 2026**

Keep a copy of this form with the employee record. Record each new incident on a separate form, and keep the running log in the matching spreadsheet.

Document control

Field	Entry
Document	Employee Disciplinary Record
Prepared by	**Emma Clarke, Office Manager**
Owner	**Tom Whitfield, Finance Manager**
Version	1.0
Date	**9 November 2026**