

Please amend any text or sections as you feel appropriate.

All red lettering needs to be amended and deleted.

For a more personalised appearance, please print on your company letterhead or add your company logo.

Please do not forget to store this record on the employees H.R. file.

Guidance notes:

* State the nature of the disciplinary endorsement which has been imposed. Details for this would usually be a verbal warning, first written warning, final written warning, demotion, dismissal etc.

** State the date the disciplinary endorsement will expire. General rules are that a first written warning would expire after six months and final written warnings after twelve months, but will remain on the employee's H.R. file afterwards (in accordance with the organisation data retention period for disciplinary warnings).

*** State the reasons the disciplinary action was brought. This would generally be poor attendance, poor timekeeping, failure to follow organisation procedures, poor work performance etc.

Any information relating to employees' personal data - including any personal data that has been collected and processed as part of a disciplinary process - should always be provided to the employee via the 'employee privacy notice' whenever their employment should cease with the organisation.

REGISTER OF EMPLOYEE DISCIPLINARY RECORD

Employee Name:	
Job title:	
Department:	
Manager:	

Date disciplinary endorsement imposed:	* Type of endorsement	** Date endorsement set to expire	*** Reason for disciplinary action	Details of any appeal by employee