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## Record of Disciplinary Action

*This document is designed for use in conjunction with the Progressive Discipline Policy. The Record of Disciplinary Action provides a record of the proceedings of the disciplinary meeting between "Practice Name" officials and the employee. This form should be used to document disciplinary action taken against employees. Upon completion, a copy of this document and any policies that were violated should be given to the employee, and a copy should be placed in the employee's file.*

### Employee Information

Employee name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Manager name: \_\_\_\_\_

### Incident Details

Date of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Description of incident:

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Witnesses:

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Was the incident in violation of a company policy?

☐ Yes ☐ No

If "yes," which policy was violated and how? Attach a copy of the relevant policy.

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### Disciplinary Meeting Details

Date of meeting: \_\_\_\_\_

Names of those in attendance:

\_\_\_\_\_  
\_\_\_\_\_

Employee statement or explanation of their conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the employee identified any barriers preventing them from meeting expectations?

☐ Yes ☐ No

If "yes," list the barriers identified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Disciplinary Action

Has the employee already been disciplined for this conduct?

☐ Yes ☐ No

If "yes," what progressive discipline steps have already been applied in response to this conduct?

- ☐ Verbal warning
- ☐ Written warning
- ☐ Final written warning
- ☐ Suspension
- ☐ Other: \_\_\_\_\_

If "no," what progressive discipline steps are being taken now?

- ☐ Verbal warning
- ☐ Written warning
- ☐ Final written warning
- ☐ Suspension`
- ☐ Termination of employment
- ☐ Other: \_\_\_\_\_

## Suspension Details (if applicable)

Length of suspension: \_\_\_\_\_

Dates of suspension: \_\_\_\_\_

## Next Steps

Corrective action required:

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List any additional resources that will be provided to the employee to assist with improving performance, correcting behaviour, and/or addressing any barriers identified:

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Consequences for failure to improve performance or correct behavior:

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### **Acknowledgement and Agreement**

I, "Employee Name" acknowledge that I have read and understand the disciplinary action taken by "Practice Name". I will adhere to the corrective actions stated and acknowledge that failure to comply with the stated corrective actions may result in further discipline or termination of employment.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

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