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Disciplinary Meeting Minutes for Employees

**Company Name**: Acme Corporation  
**Location**: Conference Room B, Acme Headquarters, Chicago  
**Date**: November 15, 2024  
**Time**: 10:00 AM - 11:30 AM

### **Attendees:**

1. **Chairperson**: Jane Doe, HR Director
2. **Human Resources Representative**: John Smith
3. **Direct Supervisor**: Michael Johnson
4. **Employee**: Emily White
5. **Union Representative**: Sarah Lee
6. **Witnesses**: Tom Brown, Linda Green
7. **Note Taker**: Aaron Miles

### **Purpose of the Meeting:**

* To discuss the allegations of breach of confidentiality and improper use of company assets by Emily White and to determine appropriate disciplinary action consistent with company policy.

### **Incident Overview:**

1. **Description of Incident**:
   * The incident occurred on November 1, 2024, at around 2:00 PM at Acme Corporation Headquarters. Emily allegedly shared confidential company information with an external party via email and made unauthorized use of company equipment for personal projects.
   * Violation of the company’s confidentiality agreement and misuse of company property policy.
2. **Evidence Presented**:
   * Copies of email exchanges between Emily and the external party.
   * Security logs showing unauthorized access to the equipment after hours.
   * Witness statements from Tom Brown and Linda Green corroborating the unauthorized access.

### **Employee’s Response:**

* Emily acknowledged the email exchange but claimed it was a misunderstanding about what constitutes confidential information. She apologized for the misuse of equipment, stating it was done during a lunch break and did not harm the company.

### **Discussion:**

* Discussion on the severity of the breach and its potential impacts on the company.
* Michael Johnson noted Emily's previously clean record and strong performance reviews.
* John Smith emphasized the importance of adhering to company policies but suggested considering a balanced approach given her history.

### **Decision:**

1. **Outcome**:
   * Issuance of a written warning to Emily White.
   * Emily is required to attend a refresher training on company policies and data security.
2. **Follow-Up Actions**:
   * Schedule for policy training set for December 1, 2024.
   * A follow-up meeting in three months to review Emily’s conduct and compliance with company policies.
   * HR to provide counseling services if Emily requests.

### **Closing:**

* Summary of disciplinary actions and reminders about the confidentiality of the meeting.
* Confirmation that Emily has the right to appeal the decision through the company’s standard appeals process.

### **Meeting Adjournment:**

* **Time of Adjournment**: 11:30 AM
* **Date for Next Meeting**: February 15, 2025, for follow-up review.

### **Approval:**

* Minutes approved by: Jane Doe
* Date of approval: November 16, 2024