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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