

Disciplinary Meeting Notes –
SP Steven Payne
SS Stephen Skitt
S Payne Scott Payne Workplace Colleague
MF Michelle Fernandes HR Rep
Meeting Start 12.30pm
Meeting End 12.50pm
Introductions of staff present by Steve Skitt

SS: Thank you for coming. The reason for the meeting is a formal disciplinary hearing as a result of an investigation for inappropriate language. You are entitled to a work place colleague and you have brought Scott Payne – your brother.

SP: Yes

SS: Do you understand your role?

S Payne: Yes

SS: If you wish to adjourn at any time please do say

SP: Ok

SS: I am not here to reinvestigate this as I accept the investigation. You can raise anything you wish or any information that may come to light or anything you may wish me to consider.

MF is here to take notes and advise management

SS: Are you fit and well to continue

SP: Yes

SPayne: Steven may want to mention his ongoing issue

SP: I have had heart trouble whilst I have been off. The Dr said I was fine going forward.

SS: The investigation has been commissioned by myself.

MF retrieves Terms of Reference.

SS reads this out.

SS: I commissioned Graham Purnell to carry out the investigation; I have your covering letter to consider as mitigation however would like you to briefly run through this.

SP: I gave a statement and the initial statement is different to what he said. His statement says I said fuck off twice, however it was only once. I told the truth.

SS: I will make my decision and take into consideration that you only said this once.

SP: I never directed the words to Charlie Smith. They came out of my mouth. I apologised in a letter to Charlie Smith as I like to get on with people. That's it.

S Payne: I have been speaking to Steven Payne that this sort of thing can't happen. He will make a concerted effort and has been honest and held his hands up and apologised.

Meeting Adjourned: 12.40pm

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Meeting Reconvened: 12.45pm

SS: I have taken into account mitigation and it was only said once. I have read the transcripts and swearing is not acceptable. It occurred over the phone and it is the perception of the individual who may not understand or accept this. This does not fall in the Company's values and potential for a serious outcome. In consideration of the mitigation I am awarding a written warning today and advising you will attend the next Acting Inclusively training. You will also meet with Charlie Smith and a manager and apologise to him.

You will have 7 days to appeal this decision from receipt of the letter. After today you are expected to resume work and attend your next available shift. Please see John Kench in Detail for your roster.

Thank you

Meeting End 12.50pm

Signed: _____ Date: _____

Employee Name

Signed: _____ Date: _____

Chair of Investigation Meeting Name

Signed: _____ Date: _____

HR Rep Name