

# RECORD OF CONVERSATION

This form is to be used in conjunction with the Disciplinary Procedure . It can be can be completed and issued by Supervisors and higher level roles. When completed , a copy and any relevant supporting documentation is to be forwarded to the president to be saved as record



## Member Details

Name:

Position:

Date:

Progressive Discipline Category:

Verbal

☐

Written Warning

☐

Final Written Warning

☐

Code of conduct infraction :

Nature of Issue (outline incident or issue of concern)

Explanation

Is explanation acceptable?

☐

Yes

☐

No

Agreed Actions (Explain agreed actions, desired results, guidelines, resources, accountabilities and consequences and timeframes.)

Previous infractions within the last twenty -four months).

Review date:

Member :

Signature:

Date:

President :

Signature:

Date: