

Ethan Morris
Junior Software Engineer
Employer HR file

Date: 14 July 2026
Our Reference: DAR/003EFA7C
Document Type: HR record

Disciplinary Appeal Record

1. EXECUTIVE SUMMARY

This record details the disciplinary appeal submitted by Ethan Morris, Junior Software Engineer, concerning a final warning issued to him. The appeal raises specific grounds including training adequacy, formalisation of prior informal notes, and consideration of mitigating circumstances. The appeal process is currently under review, with plans for a thorough neutral examination of the case and an appeal meeting scheduled within the stipulated timeframe. The record has been prepared to support procedural fairness and compliance with employer protocol and UK employment standards.

2. BACKGROUND

Ethan Morris received a final warning under disciplinary procedures which he has formally appealed. He submitted his appeal on 27 March 2025, within the required timeframe. The warning relates to use and adherence to a revised deployment checklist in his role as Junior Software Engineer.

Ethan states that he was not trained on the revised deployment checklist and that prior related informal notes were not formalised. Additionally, he contends that mitigating factors, including overlapping project deadlines and the lack of availability of senior staff for guidance, were not adequately considered when issuing the final warning.

The appeal references procedural matters and seeks a fresh review of the disciplinary decision.

HR RECORD DETAILS

Employee
Ethan Morris

Role
Junior Software Engineer

Case type
Disciplinary Appeal

Reference
HRA-003EFA7C

KEY DATES

Completed
14 July 2026

Continued

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3. INFORMATION CONSIDERED

Currently, no case evidence has been attached for review. The employer will need to verify system logs, training records, and any relevant witness statements as part of the appeal hearing preparation.

The appeal hearing is to be convened by HR, who will appoint a neutral reviewer, comprising an HR liaison and an external technical advisor, to independently assess the grounds raised by Ethan.

Previous notes and informal records cited by the employee will require examination to confirm their status and relevance to the disciplinary proceedings.

The employer is reminded to assess all provided and forthcoming evidence carefully before finalising their decision.

4. EMPLOYEE RESPONSE

Ethan Morris's appeal asserts the following key points:

- He was not trained on the updated deployment checklist, a crucial tool impacting performance expectations.
- Informal notes that could have provided context or mitigation were not formalised and thus overlooked in disciplinary considerations.
- The final warning failed to address his explanation around competing simultaneous deadlines and the absence of senior personnel to support or advise him during the relevant period.

These grounds challenge the procedural and substantive basis for the disciplinary sanction, warranting a thorough, impartial review.

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5. PROCESS SAFEGUARDS

The appeal process adheres to the employer's disciplinary and appeal procedures to ensure fairness and impartiality.

A neutral review panel will include HR and an external technical advisor to avoid conflicts of interest and support objective decision-making.

The employee will be given the opportunity to attend an appeal meeting within 14 working days of the appeal receipt date, with documented outcomes.

Throughout, the employer commits to basing decisions solely on the supplied structured facts and verified evidence, refraining from making unsubstantiated conclusions or assumptions.

The employer will preserve the right for the employee to be accompanied or supported as specified in the disciplinary policy and relevant UK employment legislation.

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6. NEXT STEPS

Coordinate gathering of relevant evidence, including system logs, training records, and any witness statements related to the deployment checklist and work environment during the alleged incidents.

Confirm appointment of the neutral reviewer panel comprising HR and external technical expertise.

Schedule the appeal meeting within 14 working days of appeal receipt (i.e., by mid-April 2025) and notify Ethan Morris accordingly.

Ensure that all procedural steps comply with internal disciplinary appeal policies and relevant employment law.

Upon completion of the appeal meeting, document the outcome clearly, providing rationale and next actions if applicable.

File all records pertaining to this appeal within Ethan Morris's personnel file for audit and compliance purposes.

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7. REVIEW AND ISSUE CONTROL

This document will be reviewed for accuracy and completeness by the responsible HR officer before final issue.

The employer must verify all referenced evidence and procedural steps to ensure compliance with the disciplinary appeal policy and legal requirements.

Oversight is required to confirm the neutrality of the review panel and the adequacy of procedural safeguards maintained throughout the appeal process.

Final documents and decisions should be stored securely with restricted access as per data protection guidelines.

Any amendments or updates to this record will be logged and dated accordingly to maintain version control and transparency.

8. AMENDMENT LOG

- 14 July 2026: Disciplinary Appeal Record created to document initial appeal facts and forthcoming review arrangements.