

Maya Reynolds
Operations Coordinator
Employer HR file

Date:14 July 2026
Our Reference:DHIC/5CCF2FE2
Document Type:Checklist

Disciplinary Hearing Invitation Checklist

1. TASK

- Schedule disciplinary hearing for Maya Reynolds.
- Prepare and send disciplinary hearing invitation letter.
- Provide employee with relevant evidence and information before hearing.
- Confirm employee's right to be accompanied and arrangements.
- Arrange hearing venue or remote access as required.
- Review hearing invitation for factual accuracy and policy compliance.
- File all hearing documentation in personnel records after completion.

Follow-up Action Plan



CHECKLIST DETAILS

Employee

Maya Reynolds

Role

Operations Coordinator

Case type

Invite to Disciplinary Hearing

Reference

HRA-5CCF2FE2



KEY DATES

Completed

14 July 2026

Action	Owner	Due Date	Evidence Required	Status
Review the disciplinary hearing invitation record and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Disciplinary Hearing Invitation Review is due on 10 December 2025.	HR	To be confirmed	Completion note or supporting evidence	Open
Prompt the employer to keep the record factual, check their procedure, preserve the employee's opportunity to respond and obtain specialist advice for protected-rights or dismissal risks.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the Invite to Disciplinary Hearing record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	To be confirmed	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	HR	To be confirmed	Completion note or supporting evidence	Open

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2. OWNER

HR Manager or appointed disciplinary officer.

HR Administrator for document preparation and dispatch.

Line Manager or relevant operational lead for evidence collating.

HR Team to arrange accompaniment requests and logistics.

HR Manager to ensure procedural compliance and record-keeping.

3. PRIORITY

High - Hearing date is imminent and central to fair process.

Medium - Ensuring communication and evidence are timely.

High - Compliance with legal and procedural requirements.

4. DUE DATE

Hearing scheduled for 10 December 2025.

Invitation letter and evidence to be sent at least 3 working days before hearing date.

Requests for accompaniment or remote attendance to be received by 5 December 2025.

Review of invitation and procedural compliance to be completed before issue.

File final documents promptly after hearing conclusion.

Continued

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5. EVIDENCE REQUIRED

Accounts ledger extracts relevant to alleged unpaid invoices.

Supplier cancellation email relating to the cancelled pop-up event.

Manager communications requesting invoice reconciliation.

Maya Reynolds' calendar entries for relevant period.

Summary of operational expectations and procedures involved.

6. STATUS

Invitation preparation in progress as of 14 July 2026.

No evidence attached yet; employer to verify and collate.

Reminder noted that invitation review is overdue as of 10 December 2025.

Awaiting confirmation of hearing arrangements and accompaniment requests.

Hearing date fixed for 10 December 2025.

7. COMPLETION NOTES

Ensure all evidence is checked by employer before sending.

Confirm hearing invitation reflects agreed facts and policy requirements.

Provide clear instructions about the employee's right to be accompanied.

Inform employee that remote attendance may be arranged if requested by deadline.

Keep correspondence professional, neutral and factual.

Obtain specialist advice if protected rights or dismissal risks arise.

File hearing invitation and related documents confidentially in personnel records.

Maintain procedural fairness throughout the disciplinary process.