

Maya Reynolds
Operations Coordinator
Employer HR file

Date: 14 July 2026
Our Reference: DHIR/5CCF2FE2
Document Type: HR record

Disciplinary Hearing Invitation Record

1. BACKGROUND

This document concerns the forthcoming disciplinary hearing arranged for Maya Reynolds, an Operations Coordinator at HRHeaven QA Sample Employer.

The hearing is proposed to address allegations regarding the employee’s conduct related to failure to follow established supplier payment and event coordination processes.

Specifically, the issues involve two unpaid invoices owed to suppliers and the cancellation of a pop-up event, both of which have operational and financial implications for the employer.

The purpose of the hearing is to consider these allegations fairly and to provide Maya Reynolds with an opportunity to respond to the concerns raised before any conclusions or outcomes are decided.

 HR RECORD DETAILS

Employee
Maya Reynolds

Role
Operations Coordinator

Case type
Invite to Disciplinary Hearing

Reference
HRA-5CCF2FE2

 KEY DATES

Completed
14 July 2026

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2. INFORMATION CONSIDERED

Prior to the hearing, the following information will be shared with Maya Reynolds to ensure appropriate preparation and transparency:

- Extracts from the accounts ledger showing relevant payment histories.
- Supplier email correspondence confirming cancellation of the event.
- Communications from management requesting reconciliation of outstanding payments.
- Maya Reynolds' calendar entries for the period under review.
- A summary outlining the operational expectations relating to supplier payments and event coordination.

These documents will be provided at least three working days before the hearing date.

It is incumbent upon the employer to review these documents carefully before issuing them to ensure accuracy and completeness.

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3. EMPLOYEE RESPONSE

Maya Reynolds will be invited to attend the disciplinary hearing scheduled for 10 December 2025.

She may bring a workplace colleague or a trade union representative to accompany her during the hearing, in accordance with the employer's disciplinary procedures.

Should Maya request to attend remotely by video call, such a request must be directed to HR or the designated hearing owner by 5 December 2025 to allow adequate arrangements.

At the hearing, Maya will be given a full opportunity to respond to the allegations and present any relevant information or mitigating factors.

This process step is crucial to maintaining procedural fairness and allowing an impartial consideration of the circumstances.

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4. PROCESS SAFEGUARDS

This disciplinary hearing invitation and all associated steps are conducted following the employer's disciplinary procedures and UK employment best practice.

The employer remains responsible for verifying the accuracy of the facts and evidence before finalising any decisions.

Neutrality is maintained throughout the process, and no assumptions or prejudgments regarding guilt or sanctions are made at the invitation stage.

Specialist advice should be sought if there are concerns relating to protected characteristics or potential dismissal risk.

The invitation ensures compliance with procedural fairness by informing the employee clearly of the issues, the evidence, and their rights regarding representation and attendance.

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5. NEXT STEPS

Ensure the invitation and supporting information are issued to Maya Reynolds no later than 3 working days before 10 December 2025, in line with procedural timeframes.

Confirm whether Maya intends to be accompanied and if she requests remote attendance by 5 December 2025.

HR and management should review all supplied evidence and the employee's response prior to the hearing.

Following the hearing, decisions on any disciplinary outcome or further investigation will be recorded separately as per internal procedures.

The employer must diarise a review date and assign responsibility for each follow-up action to maintain oversight and compliance.

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6. REVIEW AND ISSUE CONTROL

This invitation record has been prepared to support transparency, consistency, and compliance within the disciplinary process.

Prior to issue, the employer must conduct a final review to confirm the accuracy of all dates, factual details, and references to evidence.

The document should be approved by the responsible HR or management representative before release to Maya Reynolds.

Copies of all correspondence and supporting documentation must be securely filed in the employee's personnel record for future reference.

Any amendments or updates to this record should be clearly logged and dated to maintain a reliable audit trail.