

Ruth Bellamy
Senior Software Engineer
Employer HR file

Date: 14 July 2026
Our Reference: DIC/AB92B565
Document Type: Checklist

Disciplinary Investigation Checklist

1. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Confirm investigation scope as per terms set (deployment sequence, authorisation, emergency procedure adherence, technical causation, policy breaches, training needs).

Owner: Assigned HR lead or investigating manager.

Priority: High.

Due date: 14 July 2026.

Evidence required: Review investigation scope documents and internal policy references.

Status: Pending confirmation.

Completion notes: Ensure scope alignment before proceeding with evidence collection.



CHECKLIST DETAILS

Employee

Ruth Bellamy

Role

Senior Software Engineer

Case type

Disciplinary Investigation

Reference

HRA-AB92B565



KEY DATES

Completed

14 July 2026

Continued

Disciplinary Investigation Checklist

2. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Collect and review all relevant evidence sources: pipeline audit logs, PR and code-review history, system access logs, customer incident data, emails and messages, witness interviews (including on-call lead and contractors), workstation forensic snapshot for relevant session.

Owner: Investigating manager and technical specialists.

Priority: High.

Due date: 10 July 2026 or as soon as available.

Evidence required: Originals or verified copies of logs, interview notes, email records, forensic reports.

Status: In progress.

Completion notes: Cross-check authenticity and completeness; flag any missing items for follow-up.

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the disciplinary investigation summary and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Review the disciplinary investigation record and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Disciplinary Investigation Review is due on 14 July 2026.	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 Conduct Disciplinary Investigation 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

Continued

Disciplinary Investigation Checklist

3. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Document employee's response opportunity and content received.

Owner: HR officer managing communications.

Priority: High.

Due date: Completed by 6 July 2026.

Evidence required: Email correspondence dated 5 and 6 March 2026 including employee's timeline and claimed verbal authorisation.

Status: Complete.

Completion notes: Note absence of corroborating names and time-stamped approvals; keep response in factual context.

4. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Maintain factual neutrality and procedural fairness throughout investigation process.

Owner: Investigating manager and HR lead.

Priority: High.

Due date: Ongoing throughout investigation.

Evidence required: Reference to company disciplinary procedure documents, notes on adherence during investigation.

Status: Ongoing.

Completion notes: Ensure no prejudgment of findings, sanctions or employment decisions before conclusion.

Continued

Disciplinary Investigation Checklist

5. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Schedule and conduct Disciplinary Investigation Review by 14 July 2026.

Owner: HR lead and senior management reviewer.

Priority: High.

Due date: 14 July 2026.

Evidence required: Complete investigation summary, all gathered evidence, employee response, and investigation record documents.

Status: Due Today.

Completion notes: Confirm accuracy, completeness and policy compliance; prepare for next steps accordingly.

6. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Validate all factual statements and evidence summaries before finalising records or progressing to further disciplinary steps.

Owner: HR manager and case owner.

Priority: High.

Due date: Prior to document issue or filing.

Evidence required: Fact-checked summaries, corroborated timelines, evidence verification notes.

Status: Pending review.

Completion notes: Verify alignment with employer's procedures and obtain specialist advice if protected rights or dismissal risks are identified.

Continued

Disciplinary Investigation Checklist

7. DISCIPLINARY INVESTIGATION CHECKLIST

Task: Review and consider recommended next steps, including potential invitation to disciplinary hearing if justified by investigation findings.

Owner: HR lead and line management.

Priority: Medium.

Due date: Post investigation review completion.

Evidence required: Investigation findings summary, procedural guidance on disciplinary hearings.

Status: Pending decision.

Completion notes: Ensure thorough assessment and adherence to internal and external guidance prior to initiating further actions.