

Ruth Bellamy
Senior Software Engineer
Employer HR file

Date: 14 July 2026
Our Reference: DIR/AB92B565
Document Type: HR record

Disciplinary Investigation Record

1. BACKGROUND

This investigation concerns the deployment conducted on 2 March 2026 to a customer test environment, which subsequently coincided with a reported customer system malfunction.

The scope of the investigation includes determining the sequence and authorisation for this deployment, assessing whether emergency exception procedures were appropriately followed, examining any technical causation between the deployment and the customer malfunction, and identifying any possible policy breaches or training needs relevant to the incident.

The employee under investigation is Ruth Bellamy, Senior Software Engineer at HRHeaven QA Sample Employer, whose involvement in this deployment is central to the inquiry.



HR RECORD DETAILS

Employee

Ruth Bellamy

Role

Senior Software Engineer

Case type

Disciplinary Investigation

Reference

HRA-AB92B565



KEY DATES

Completed

14 July 2026

Continued

Disciplinary Investigation Record

2. INFORMATION CONSIDERED

Various sources of evidence have been taken into account to establish an accurate understanding of events: audit logs from the deployment pipeline, pull request and code-review histories, system access logs for traceability, and incident data from the customer outlining the reported malfunction.

In addition, communications in the form of emails and messages around the time of the deployment were reviewed.

Witness interviews were conducted with the on-call lead and external contractors who were present during the deployment window.

A forensic snapshot of the workstation used during the relevant session was considered to support the technical assessment.

At the time of drafting, no extracted text from these materials is attached; the employer is advised to review all source documents for detailed examination and confirmation.

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3. EMPLOYEE RESPONSE

Ruth Bellamy was offered an initial opportunity to respond to the concerns via HR email dated 5 March 2026.

She replied on 6 March 2026 providing her account of events, including a claim of verbal authorisation for the deployment.

Her response included timelines of activities but did not specify corroborating names or any time-stamped approvals to support the verbal authorisation claim.

This response has been included within the investigation record and considered alongside the other evidence sources.

Further opportunity for Ruth to provide clarification or additional information will be available in subsequent stages of the disciplinary process in accordance with company policy.

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4. PROCESS SAFEGUARDS

This investigation is conducted in accordance with HRHeaven QA Sample Employer's disciplinary procedures, ensuring fairness and neutrality.

Only the facts and information supplied by the employer have been used; no assumptions or legal conclusions have been made within this record.

The employee's rights to respond and be heard are respected and facilitated.

The investigation status is currently ongoing, and no conclusions or disciplinary decisions have been made at this stage.

The employer is advised to review this record alongside established policy, maintaining procedural fairness.

Specialist advice should be sought promptly if any risk related to protected rights or dismissal arises during further stages.

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Disciplinary Investigation Record

5. NEXT STEPS

Continue the review of all gathered evidence, ensuring thoroughness and factual accuracy of recorded material.

Discuss findings with relevant stakeholders and confirm that this investigation record reflects the agreed facts without prejudice.

If the evidence substantiates it, progress to invite Ruth Bellamy to a disciplinary hearing as per organisational procedures.

Schedule and conduct the disciplinary investigation review by the due date of 14 July 2026.

The employer should maintain clear documentation and ensure all process steps comply with policy requirements before any final decisions or communications are issued.

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Disciplinary Investigation Record

6. REVIEW AND ISSUE CONTROL

This disciplinary investigation record was prepared on 14 July 2026 and is subject to review on this date to confirm completeness and factual accuracy.

All statements within this record are based solely on employer-supplied facts and evidence.

Before issue or filing, the employer should undertake a final verification of dates, facts, and employee communications.

Approval of the record for use in further disciplinary proceedings lies with the designated HR and managerial authorities within HRHeaven QA Sample Employer.

An amendment log will be maintained to record any subsequent updates or clarifications to this document.