

Ruth Bellamy
Senior Software Engineer
Employer HR file

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

Disciplinary Investigation Summary

1. BACKGROUND

This disciplinary investigation concerns the deployment carried out on 2 March 2026 to a customer test environment. The purpose of the inquiry is to establish the sequence and authorisation of this deployment, verify adherence to emergency exception procedures, understand any technical links between the deployment and subsequent customer malfunction, and identify any policy breaches or training requirements relevant to this incident. The employee under investigation is Ruth Bellamy, Senior Software Engineer.

2. INFORMATION CONSIDERED

The investigation has reviewed several sources of evidence including pipeline audit logs, pull request and code-review history, system access logs, customer incident reports, relevant emails and messages, and witness interviews with the on-call lead and contractors involved. Additionally, a forensic snapshot of the workstation session pertinent to the deployment has been examined. The collected data aims to clarify the actions taken, approvals sought or granted, and any deviations from established procedures that may have occurred during the deployment.

It is noted that no attached documentary evidence has been provided for review at this stage; the employer is advised to verify and cross-reference the original source material adequately before concluding investigation outcomes.

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 Summary

3. EMPLOYEE RESPONSE

Ruth Bellamy was offered an initial opportunity to respond to these matters via an HR email sent on 5 March 2026. She responded promptly on 6 March 2026, providing her account of events. Ms Bellamy stated that she received verbal authorisation to proceed with the deployment and supplied a detailed timeline. However, she did not provide corroborating names or time-stamped approvals to substantiate this claim.

4. PROCESS SAFEGUARDS

Throughout the investigation, care has been taken to maintain procedural fairness and neutrality. The scope has been limited strictly to the facts supplied without presupposing misconduct or making legal or capability determinations. The employer is reminded to adhere strictly to the relevant disciplinary policy and to seek specialist advice, particularly if protected rights or dismissal risks emerge in subsequent stages.

This record remains factual and non-prejudicial, preserving the employee's right to respond fully before any further action or conclusion is made.

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Disciplinary Investigation Summary

5. NEXT STEPS

The draft investigation summary and accompanying record require thorough review to ensure alignment with agreed facts and completeness of evidence. The disciplinary investigation review is scheduled for 14 July 2026—this review should confirm that all relevant details, including facts, timelines, employee communications, and possible policy breaches, have been fully and accurately documented.

Following this, consideration should be given to inviting the employee to a disciplinary hearing if the evidence supports such progression.

It is critical to comply with the employer's disciplinary procedure, preserving fairness and transparency throughout.

The employer should also verify that any missing facts or follow-up responsibilities are clearly identified and managed accordingly prior to finalising the case file.

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Disciplinary Investigation Summary

6. REVIEW AND ISSUE CONTROL

This document is prepared for inclusion on the HR file and for the attention of the reviewing manager at HRHeaven QA Sample Employer. Final responsibility rests with the employer to confirm factual accuracy, completeness, and adherence to legal and procedural safeguards before issuing any further communications or decisions.

The employer should ensure that this summary and the related records are stored securely and reviewed in conjunction with the full evidence before any final determination.

An amendment log will be maintained for any subsequent updates or changes to this record.