

Fiona Clarke
Operations Coordinator
Employer HR file

Date: 14 July 2026
Our Reference: FWWC/A34ADD4D
Document Type: Checklist

Final Written Warning Checklist

1. TASK

- Confirm all relevant facts and disciplinary history are accurate and complete.
- Verify the hearing date and decision maker as per procedure.
- Ensure the employee was informed of the hearing on 02 March 2026.
- Review and document all related factual findings and any supporting evidence.
- Confirm expectations set for the employee regarding logging and escalation procedures.
- Arrange refresher training on incident logging to be completed within 21 days from issue.
- Document nomination and delegation of a deputy for logging duties.
- Schedule weekly check-ins between Fiona Clarke and Marcus for three months.
- Prepare final written warning letter in line with disciplinary policy.
- Include appeal procedure details clearly in the warning letter.
- Ensure final written warning review is calendarised for 14 July 2026.
- File all documentation securely in the employee personnel record.

Follow-up Action Plan



CHECKLIST DETAILS

Employee
Fiona Clarke

Role
Operations Coordinator

Case type
Issue Final Written Warning

Reference
HRA-A34ADD4D



KEY DATES

Completed
14 July 2026

Action	Owner	Due Date	Evidence Required	Status
Review the final written warning record and confirm it reflects the agreed facts.	HR	To be confirmed	Completion note or supporting evidence	Open
Final Written Warning 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 Issue Final Written Warning 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 designated disciplinary coordinator responsible for the case.

Hearing Chair or disciplinary decision maker.

HR Administrator to handle communications.

HR Manager or Line Manager to ensure coaching and support expectations are communicated.

Training Coordinator to arrange refresher training.

Employee's Line Manager (Marcus) to oversee check-ins and deputy nomination.

HR Partner for appeal process.

HR Team member assigned to update personnel file.

3. PRIORITY

High – Accurate fact confirmation before issuing warning.

High – Compliance with procedural requirements.

High – Timely communication of the hearing outcome.

High – Complete and consistent documentation of findings.

Medium – Timely completion of refresher training and support measures.

Medium – Monitoring and follow-up agenda for support sessions.

High – Clear communication of appeal routes to employee.

Medium – Ensure secure and confidential filing of all records.

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Final Written Warning Checklist

4. DUE DATE

Prior to issuing the final written warning – ideally same day or within 3 working days after hearing (02 March 2026).

Before 14 July 2026 for review.

Refresher training to be completed within 21 days from warning issuance date.

Weekly check-ins scheduled immediately following the warning, continuing for three months.

Appeal submission window: within 10 working days after warning issuance.

Appeal panel outcome to be within 20 working days of appeal receipt.

Personnel file update on or before 14 July 2026 review.

Final written warning review meeting by 14 July 2026.

5. EVIDENCE REQUIRED

Hearing notes and attendance records for 02 March 2026 meeting.

Record of previous coaching (Nov 2024) and first written warning (Mar 2025).

Documentation of incidents: unsigned cold-chain log (Sep 2025), escalation failures (07 and 09 Feb 2026).

Training completion records for refresher courses.

Signed acknowledgment of the final written warning by Fiona Clarke.

Details of delegated deputy and documented delegation.

Schedule and notes from weekly check-in meetings with Marcus.

Correspondence log regarding appeal process if initiated.

Confirmation of filing in personnel records.

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Final Written Warning Checklist

6. STATUS

In progress – factual review and document preparation underway as of 14 July 2026.

Due – refresher training and delegated responsibilities to be completed shortly after warning issue.

Scheduled – weekly check-ins ongoing for three months following the warning.

Pending – appeal window open for 10 working days post warning issuance.

Upcoming – final written warning review due 14 July 2026.

7. COMPLETION NOTES

All relevant facts accurately reviewed prior to issue.

Support and expectations clearly communicated and documented.

Appeal procedure clearly outlined in the final written warning letter.

Employee's acknowledgment to be obtained upon issue.

Training, check-ins, and delegation arrangements confirmed and monitored.

Personnel records updated and maintained confidentially.

Review meeting scheduled to monitor progress and compliance with the warning terms.