

Fiona Clarke
Operations Coordinator
Employer HR file

Date: 14 July 2026
Our Reference: FWWR/A34ADD4D
Document Type: HR record

Final Written Warning Record

1. EXECUTIVE SUMMARY

This record documents the issuance of a final written warning to Fiona Clarke, Operations Coordinator, following multiple instances of procedural non-compliance concerning escalation and documentation processes. The formal hearing was held on 2 March 2026. Fiona's prior coaching and written warning, combined with recent incidents, have culminated in this disciplinary measure to reinforce expected standards and procedural adherence going forward.

2. CASE SUMMARY

Fiona Clarke has received prior coaching in November 2024 and was issued a first written warning in March 2025, both related to procedural adherence in the operational role.

In September 2025, an unsigned cold-chain log was identified, indicating failure to properly complete documentation.

Two incidents in February 2026 further demonstrated concerns: an unlogged escalation of a barcode system outage on 7 February, and an incorrect shift allocation on 9 February which led to overtime payment errors.

These events collectively indicate repeated failure to follow established escalation and documentation procedures, despite previous remedial measures.

HR RECORD DETAILS

Employee
Fiona Clarke

Role
Operations Coordinator

Case type
Issue Final Written Warning

Reference
HRA-A34ADD4D

KEY DATES

Completed
14 July 2026

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3. BACKGROUND

Fiona Clarke serves as Operations Coordinator, a role that demands strict compliance with escalation and documentation protocols due to operational risks and regulatory requirements.

Following initial coaching and a first written warning, expectations for accurate and timely logging of incidents were emphasised.

Procedures require immediate logging of escalations in the operations log and escalation of critical incidents to the site manager within 30 minutes.

Compliance with these procedures is critical to ensure operational integrity, staff coordination and to mitigate risks arising from errors or omissions.

4. INFORMATION CONSIDERED

Review considered Fiona's disciplinary history including coaching (November 2024) and first written warning (March 2025).

Inspection of logs revealed an unsigned cold-chain log in September 2025, highlighting documentation issues.

Two February 2026 incidents were investigated: the unlogged barcode outage escalation (7 February) and incorrect shift allocation causing overtime (9 February).

Discussions during the hearing probed the circumstances of each incident, Fiona's explanations, and mitigation factors.

No additional evidence has been attached; employer is advised to review relevant source documents prior to finalising this record.

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5. DECISION

A final written warning is issued to Fiona Clarke for repeated failure to adhere to the documented operational escalation and logging procedures.

This sanction is intended to formally acknowledge the seriousness of these procedural breaches and to emphasise the necessity of compliance moving forward.

The decision follows a fair and impartial hearing conducted on 2 March 2026, providing Fiona an opportunity to respond to the concerns raised.

This warning will remain on file and be subject to review as per policy timelines.

6. REASONS

The decision reflects Fiona's prior coaching and first written warning, evidencing a continuing pattern of procedural non-compliance.

The identification of an unsigned cold-chain log in September 2025, coupled with the two February 2026 operational incidents, confirms that corrective measures previously employed have not fully resolved adherence issues.

The nature of the breaches—namely failure to log escalations immediately and escalate critical incidents within required timeframes—pose operational risks and administrative inaccuracies impacting cost and safety controls.

Issuing a final written warning aligns with the employer's disciplinary framework for repeated procedural failings after previous formal action.

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7. FOLLOW-UP ACTIONS

Fiona must log all incident escalations immediately in the operations log going forward and escalate any critical incidents to the site manager within 30 minutes.

She will complete refresher training on incident logging procedures within 21 days to reinforce understanding and compliance.

A deputy will be nominated with documented delegation of authority to support coverage and accountability.

Weekly check-in meetings with Marcus will be instituted for a period of three months to provide ongoing oversight and support.

The final written warning and follow-up plan will be reviewed on 14 July 2026 to assess progress and consider next steps in accordance with policy.

8. APPEAL INFORMATION

Fiona has the right to appeal this decision by submitting a written appeal to the outsourced HR partner at HR@havenfield.example within 10 working days of receiving this record.

Appeals will be considered by a panel including an independent HR representative and a senior operations manager, with the outcome communicated within 20 working days.

This provides an opportunity for reconsideration should Fiona wish to dispute the sanction or present new information.

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9. AUDIT INFORMATION

Final Written Warning reference: HRA-A34ADD4D

Hearing date: 2 March 2026

Record completion date: 14 July 2026

Document version: 1.0

Prepared by: HRHeaven QA Sample Employer HR

All procedures followed in alignment with company disciplinary policy and UK employment law guidance.

Employer responsibility remains to ensure compliance with internal procedures and maintain confidentiality.

Please verify all referenced documentation and contextual materials prior to issuing the final record to the employee and inclusion in personnel files.

10. AMENDMENT LOG

14 July 2026 – Initial drafting and completion of final written warning record for Fiona Clarke.

Future amendments must be date stamped and recorded to maintain document integrity.