

Tom Hargreaves
Sales Executive
Employer HR file

Date: 14 July 2026
Our Reference: SDPR/C88168B2
Document Type: HR record

Disciplinary Process Record

1. BACKGROUND

On 11 April 2025, concerns were formally raised regarding a possible pattern of discrepancies in Tom Hargreaves’ CRM records. Specifically, there were indications that entries marked as 'meeting completed' conflicted with clients’ reports and operations logs, suggesting potential falsification of visit records. Tom Hargreaves is employed as a Sales Executive at HRHeaven QA Sample Employer.

This disciplinary process has been initiated as a fact-finding measure in line with the employer’s disciplinary procedure to address the concerns impartially and establish a fair basis for any further decision-making.

 HR RECORD DETAILS

Employee
Tom Hargreaves

Role
Sales Executive

Case type
Disciplinary Procedure

Reference
HRA-C88168B2

 KEY DATES

Completed
14 July 2026

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2. INFORMATION CONSIDERED

The information available to date includes:

- An email from a client dated 10 April 2025 highlighting discrepancies with visit records.
- CRM entry logs relating to 10 April 2025 and selected dates from the first quarter, showing 'meeting completed' entries that require further examination.
- Operations sign-in reports indicating no visit occurred on certain dates noted in the CRM entries.
- An email response from Tom Hargreaves dated 16 April 2025, addressing the concerns raised.
- Evidence files submitted include a disciplinary evidence file uploaded on 14 July 2026, which is metadata-only and requires review by the employer before use in case assessment.

Further review and verification of all documentation is required to establish a clear factual basis.

3. EMPLOYEE RESPONSE

Tom Hargreaves has been given the opportunity to respond to the concerns and provided an email on 16 April 2025 addressing the issues raised. The content of his response should be carefully considered in conjunction with the available evidence before any conclusions are drawn or further action is taken.

It is important that Tom's response is acknowledged and fairly evaluated as part of the ongoing process.

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4. PROCESS SAFEGUARDS

This disciplinary process has been conducted in accordance with HRHeaven QA Sample Employer's disciplinary policy, with an emphasis on neutrality, factual accuracy and procedural fairness.

Only the employer-supplied facts have been used in compiling this record. No assumptions or legal conclusions about misconduct or disciplinary outcomes have been made.

The employer is responsible for ensuring all procedural steps are properly followed, including reviewing evidence and policy, preserving the employee's opportunity to respond, and seeking specialist advice where there may be protected rights or dismissal risks.

Care should be taken to confirm facts, ensure compliance with appropriate procedures and maintain impartiality throughout.

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5. NEXT STEPS

A detailed disciplinary investigation should now be undertaken to establish the facts surrounding the identified concerns, allowing a balanced consideration of all available information including employee responses.

The employer should review all evidence, including the metadata-only file referenced, ensuring it is properly examined before relying on it in any disciplinary decision-making.

Follow-up actions should be assigned clear ownership, with timelines established for their completion.

Additional specialist advice may be warranted if there are potential protected-rights or dismissal implications.

The progress of the investigation and any subsequent stages of the disciplinary process should be carefully documented.

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6. REVIEW AND ISSUE CONTROL

This document was prepared and reviewed on 14 July 2026 to ensure factual accuracy and alignment with HRHeaven QA Sample Employer's disciplinary procedure.

The employer must review this record and the related evidence thoroughly prior to issuing any formal communication or proceeding further.

Any amendments or updates to the record should be logged accordingly, maintaining a clear audit trail.

Final documentation addressing this disciplinary matter should be securely filed within the employee's personnel record.

The next scheduled review of this process is overdue as of 11 April 2025; this should be rectified promptly to maintain procedural timeliness.