

Tom Hargreaves
Sales Executive
Employer HR file

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

Disciplinary Process Summary

1. BACKGROUND

On 11 April 2025, concerns were raised regarding the accuracy of CRM 'meeting completed' entries attributed to Tom Hargreaves, Sales Executive at HRHeaven QA Sample Employer.

The concern focuses on a pattern where CRM entries indicating completed client meetings do not align with client reports and operational logs, suggesting possible discrepancies in recorded visit activities.

Specifically, client communications and operational sign-in reports challenge the validity of recorded visit claims on 10 April 2025 and certain dates during the first quarter of the year.

2. INFORMATION CONSIDERED

The information reviewed to date includes a client email dated 10 April 2025 outlining discrepancies, multiple CRM entry logs corresponding to 10 April 2025 and three dates within the first quarter, and the operations department's sign-in report indicating no recorded visit on one or more of the relevant dates.

Tom Hargreaves provided an email response to these concerns on 16 April 2025, which has been considered as part of the process.

Additionally, an evidence file labeled 'disciplinary-evidence-synthetic-sample.txt' was submitted on 14 July 2026; however, this file contains metadata only and no extractable text, so it has not been treated as reviewed evidence.

All information has been assessed in line with the employer's disciplinary procedure, maintaining a fact-finding and neutral approach.

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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Disciplinary Process Summary

3. EMPLOYEE RESPONSE

Tom Hargreaves responded to the concerns raised in an email dated 16 April 2025.

The contents of his response have been reviewed and will be taken into account in the ongoing process.

Further opportunities for Tom to provide information or explanations will be provided in accordance with procedural fairness.

No determination or conclusions have been drawn at this stage.

4. PROCESS SAFEGUARDS

This disciplinary process remains at the initial stage following the employer's procedure, focused on establishing facts and allowing employee input prior to any decisions.

Only structured facts supplied by the employer have been used to prepare this record, and no assumptions or legal conclusions have been made.

The employer is reminded to verify that all steps align with the organisation's disciplinary policy and to seek specialist advice before progressing to potential formal action involving protected rights or dismissal risks.

The presence of one evidence item containing metadata only necessitates manual review before reliance.

Tom's right to respond and procedural fairness remain central throughout the process.

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Disciplinary Process Summary

5. NEXT STEPS

Review this summary to confirm accuracy and completeness with the relevant management and HR personnel.

Carefully examine all evidence sources, including those currently available only as metadata, before further steps.

Commence a disciplinary investigation if warranted, ensuring adherence to the employer's disciplinary policy and fair process standards.

Maintain clear communication with Tom regarding allegations, evidence, and opportunities to respond, preserving procedural fairness.

Keep this record updated throughout the process, noting any new facts, employee responses, or procedural developments.

Schedule and complete the next disciplinary process review, noting the original concern date of 11 April 2025 as a reference point.

Continued

Disciplinary Process Summary

6. REVIEW AND ISSUE CONTROL

This summary was prepared and reviewed on 14 July 2026 as part of the official disciplinary process initiation.

All information herein is based solely on facts supplied by the employer and evidence metadata available as of this date.

Prior to any formal issue or filing, this document and its underlying facts should be reviewed again for accuracy, completeness and compliance with the employer's policy.

The employer retains responsibility for decision-making, ensuring that actions taken preserve fairness and legal compliance.

Amendments to this record will be logged to maintain an auditable history of the process.